

WYLD

Database Guidelines

Second Edition

2005

The ***WYLD Database Guidelines*** were first assembled and reviewed during the winter of 1995-96 by the WYLD Database Quality Committee, and endorsed by all WYLD Library Directors. Bobbi Thorpe assumed primary editorial responsibility for the publication with assistance from Trish Palluck and Corky Walters.

This second edition was assembled and reviewed during the spring of 2005 by the WYLD Online Quality Committee, and accepted by the WYLD Governing Board.
Bobbi Thorpe continued with primary editorial responsibility.

WYLD Online Quality Committee - 2004/2005

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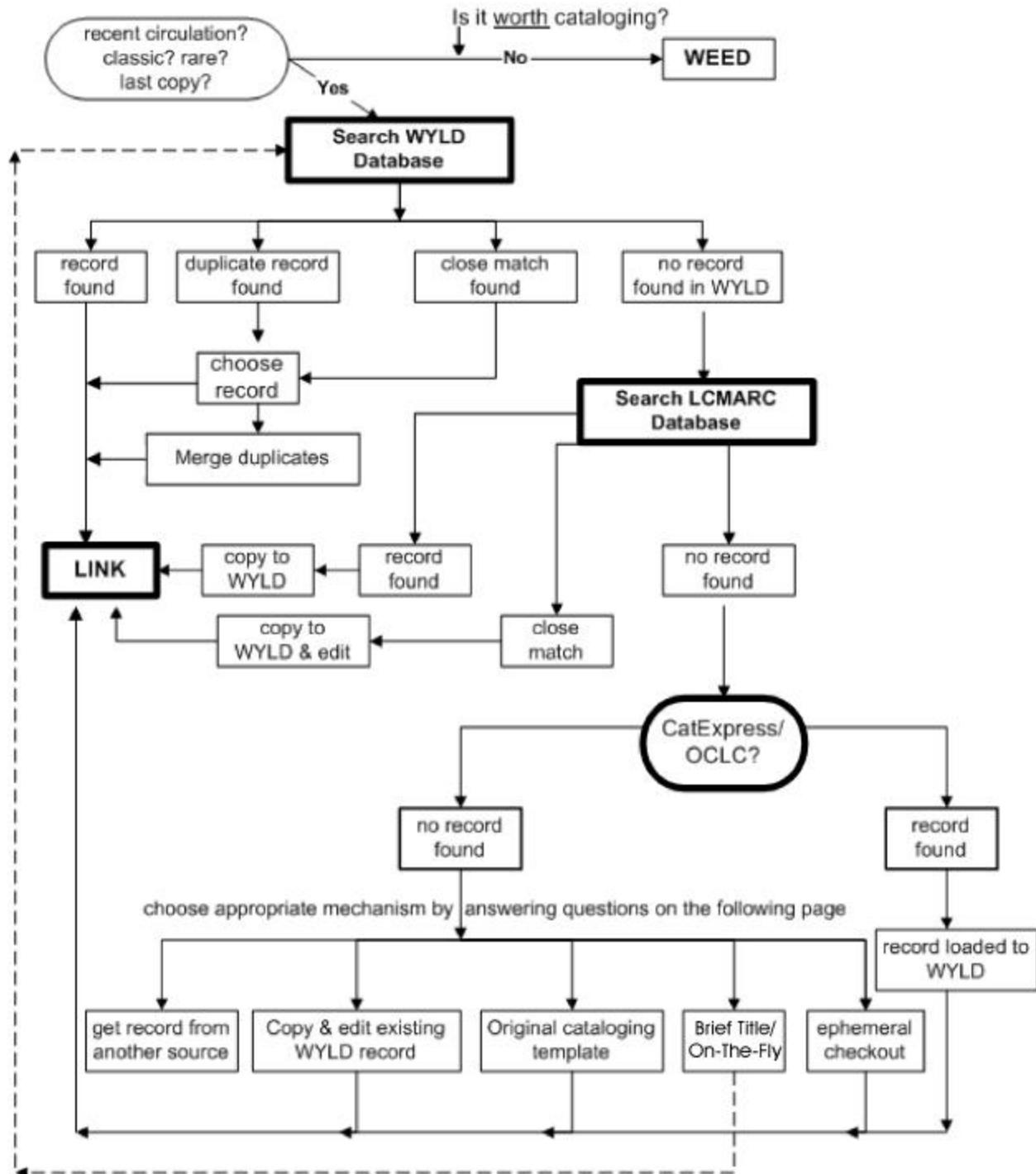
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WYLD Cataloging Workflow



CHOOSING THE APPROPRIATE CATALOGING MECHANISM

If unsuccessful in locating a record for an item that requires cataloging, the following mechanisms are the options from which to choose to enter the material into the WYLD Database.

Get record from another source	Copy & Edit existing WYLD record	Original cataloging template	Add Brief Title (On-The-Fly)	Ephemeral Checkout (uncataloged)
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Choose the appropriate mechanism by answering the questions at the far left in the chart below to identify the best potential mechanisms for access. Then verify the choice on the following page by matching its features against the library's needs.

<u>Question</u>	<u>Mechanisms possible if answer is "yes"</u>	<u>Mechanisms possible if answer is "no"</u>
Need for quick circulation?	Copy & edit existing record Add Brief Title Ephemeral checkout	Get record from another source Copy & edit existing record Original cataloging template
Need access from WYLDCAT?	Get record from another source Copy & edit existing record Original cataloging template	Add Brief Title (shadowed) Ephemeral checkout
Is cataloging capacity limited?	Get record from another source Copy & edit existing record Original cataloging template Add Brief Title Ephemeral checkout	Get record from another source Copy & edit existing record Original cataloging template
Need title or other data on notices?	Get record from another source Copy & edit existing record Original cataloging template Add Brief Title	Ephemeral checkout

Cataloging Mechanism Continued

If unsuccessful in locating a record for an item that needs cataloging and a potential mechanism has been chosen from the preceding page, verify the choice by matching its features below against the library's needs.

Mechanism	Features
GET RECORD FROM ANOTHER SOURCE	Minimal cataloging Potentially permanent record Ready to circulate quickly Access from WYLDCAT Overdue notices are generated
COPY AND EDIT EXISTING WYLD RECORD	Minimal original entry Minimal cataloging skills/knowledge Editing skills Potentially permanent record Ready to circulate quickly Access from WYLDCAT Overdue notices are generated
ORIGINAL CATALOGING TEMPLATE	<u>Cataloging skills/knowledge required</u> Editing skills Potentially permanent record Slower to circulate Access from WYLDCAT Overdue notices are generated
BRIEF TITLE (ON-THE-FLY)	Easy to input Minimal MARC format Not intended as permanent record, should be deleted Ready to circulate quickly No access from WYLDCAT (shadowed) Overdue notices are generated
EPHEMERAL CHECKOUT (UNCATALOGED)	Easy to input Catalog record provides no access through WYLDCAT Not intended as permanent record Ready to circulate quickly No overdue notices are generated, items not associated with patron

Section 1: INTRODUCTION

1.1 Cataloging in a Union Database

The Wyoming Libraries Database (WYLD) is a union database created from the bibliographic records of many libraries and special collections throughout Wyoming. The WYLD database is continually expanded and updated through the adding, editing, or enhancing of bibliographic records by participating institutions. Cataloging in WYLD requires a spirit of sharing and cooperation as well as a common understanding of what is expected of each participant. In the union environment the concept of “ownership” or “authorship” of a bibliographic record vanishes. These WYLD Database Guidelines have been created to maintain the integrity of the database by providing standards and guidelines for institutions to follow.

Because the ultimate product of cataloging is the Public Access Catalog, the introduction of the PAC to the WYLD system made it imperative that the system’s shared bibliographic database reflects standards that promote the most usability and impose the least hazard to library patrons in all of the WYLD member libraries. Therefore, the WYLD Database Guidelines have been assembled by the WYLD Database Manager and the Online Quality Committee, endorsed by the WYLD Governing Board, and published by the Wyoming State Library. Each WYLD participating library will be required to sign a governance agreement which contractually binds them to adhere to these guidelines.

In developing these standards and in recognizing that the bibliographic record is the foundation of WYLD’s public access catalog (WYLCAT), the committee adopted the philosophy that “good quality records create a richer database.” These guidelines are intended for use by all catalogers in the WYLD Network. Their purpose is to provide the greatest benefit to the majority of WYLD catalogers.

1.2 Participants’ Roles in Maintaining the WYLD Database

1.2.1 Participating Institutions have the obligation to:

- Maintain the quality of the WYLD database by adhering to the provision of these guidelines.
- Verify with the WYLD Database Manager that any current or proposed local cataloging practices do not compromise the integrity of the database.
- Direct questions affecting WYLD database quality, not answered by documentation, to the WYLD Database Manager.
- Adhere to documentation provided by the WYLD Database Manager, including documentation created by system vendor.
- Attend WYLD database training on an ongoing basis to understand the provisions of these guidelines and to be aware of system changes.
- Attend cataloging training sessions to be informed of current cataloging practices.

1.2.2 The WYLD Online Quality Committee has the obligation to:

- Monitor database quality and recommend appropriate action to the Regional Council and/or the WYLD Governing Board.
- Assist the WYLD Office staff in setting standards to maintain the integrity of the union bibliographic database.
- Review the WYLD Database Guidelines annually. It is the recommendation of the OQC that Database Guidelines remain broad. Issues specific to the software vendor are addressed in technotes.
- Review locations, item types, item categories, and other relevant issues annually or in conjunction with a major software upgrade. Libraries should use the Request New Location/Item Type/Item Category form found on the OQC webpage.
- Review individual requests which have been submitted to the Committee via the request form found on the OQC webpage.
- Support the WYLD Office staff in conducting training sessions for WYLD member libraries' staff in cataloging in the union database environment.
- Poll members, solicit comments, and represent their interests on the committee.

1.2.3 WYLD Office staff has the obligation to:

- Provide initial training to all new member libraries.
- Rely on the vigilance of participating institutions in maintaining the database so that WYLD Office staff may fulfill their roles as facilitators and problem solvers.
- Be the first and primary source for answers to questions regarding cataloging and database maintenance for WYLD member libraries. Such questions requiring further consensus of the consortium will be referred to the WYLD Online Quality Committee.
- Coordinate, in consultation with the WYLD Training Committee, regional training for WYLD member libraries' staff responsible for creation and maintenance of records in the union database.
- Coordinate the publication of standards and documentation on the maintenance of the database including production of technotes to address issues specific to the current software vendor.
- Engage in regular maintenance of the database.
- Keep current of changes in cataloging procedures by attending conferences/workshops and by reading professional publications.
- Keep current of local system changes, upgrades, and the implementation of new features.

Questions concerning changes, additions or revisions to these guidelines should be submitted to the WYLD Online Quality Committee and the WYLD Office via e-mail. Working in partnership with the WYLD Office staff, the Committee will carefully consider all suggestions and comments for revision of these guidelines.

Section 2: WYLD BIBLIOGRAPHIC RECORDS

2.1 Bibliographic Standards

All bibliographic records added to or created in WYLD must adhere to the following standards:

- All records intended to be permanent bibliographic records in WYLD **must** be full MARC cataloging records.
- International Standard Bibliographic Description (ISBD) punctuation **must** be used for all records originally cataloged and added to WYLD.
- Anglo-American Cataloging Rules (AACR2R), and latest revisions, as adapted by the Library of Congress and Library of Congress Rule Interpretations of AACR2R.
- All access points **must** be in AACR2R form.
- Library of Congress subject headings (LCSH) serve as the primary thesaurus for subject heading formation. Genre, LC Annotated Card (Children's) and National Library of Medicine (MeSH) headings may also be used.

A bibliography of resources for cataloging is included in Appendix H.

2.2 Editing Records

An accurate and complete MARC record is the basis for providing access to library holdings in WYLD. WYLD participants are prohibited from deleting fields used by another participating institution to provide additional access to a record. WYLD participants are encouraged to enhance and correct bibliographic records. The OCLC documentation: OCLC Input Standards Tables and Bibliographic Formats and Standards should be followed with regard to the question of when to edit an existing record or create/request a new record. Within Bibliographic Formats and Standards, Chapter 4 entitled "When to Input a New Record," is a particularly helpful guideline.

2.2.1 Enhancements to Bibliographic Records

It is desirable for WYLD participants to add subject headings, added entries, and descriptive information (i.e., contents notes, etc.) to WYLD records. **Do not delete contents notes (tag 505).** **Do not** alter dates on serial bibliographic records to reflect specific holdings. **Do not** add local notes (59x tags) or item specific 5xx notes to the shared bibliographic record. Indicate differences in the notes area of the item record. **Do not** alter existing 300 tag information to reflect specific item in hand. Indicate differences in the notes area of the item record. Refer to Section 2.6 on Item Records.

2.2.2 Corrections to Bibliographic Records

Because errors in bibliographic records may interfere with retrieving an item in WYLD, guidelines have been established for revising or correcting elements of a bibliographic record. Library of Congress practice and heading formation may be verified both online and offline through the use of the appropriate Library of Congress (LC) Documentation. Endeavor to correct errors and omissions as time and resources permit. Each library may correct errors as they are found, or errors may be reported to the WYLD Office via e-mail. Provide information from the item's title page and verso of the title page.

2.2.2A General

Typographical errors in bibliographic records should be corrected. Typographical errors in access points should be verified against the item in hand before corrections are made. (Sample access points: 1xx tags, 2xx tags, 4xx tags, 5xx tags (keyword), 6xx tags, 7xx tags, 8xx tags).

Add tags in the correct sequence. For instance a 246 tag **should not** be added at the end of a record nor should a 7xx tag be added at the beginning of a record or among 5xx tags.

When adding or editing enhanced contents notes (505 tags), change the second indicator to a zero. **Do not** add initial articles to the subfield "t" for individual titles. **Do not** add subfield "t" to terms such as Introduction, Foreword, Preface, Bibliography, Notes, Glossary, or Index. These generic terms should be entered in the subfield "g". **Do** add subfield "r" for author information and subfield "g" for numbering or duration information if it is available.

2.2.2B Fixed Field

Fixed field elements control the retrieval of a title if the search strategy used for retrieval is limited by the type of material, language, or date. Errors in the fixed field should be corrected. Missing information should be entered. The encoding level should be updated if the record is enhanced. Fixed field elements are described in Appendix C.

2.2.2C Field Tags and Subfield Codes

All MARC field tag and subfield code errors **must** be corrected. If deleting a tag, remove the entire tag. **Do not** leave empty tags or subfields.

2.2.2D Indicators

Errors in assigning indicators should be corrected. Particular attention should be paid to filing indicators used in title fields. The most generally used filing indicators are: zero (0) if there is no initial article; two (2) if the initial article is "A"; three (3) if the initial article is "An"; four (4) if the initial article is "The". Foreign language initial articles should also be considered and can be found in the Library of Congress [MARC Code List for Languages](#).

2.2.2E Name Headings

The form of the heading may be changed to conform to AACR2R. Choice of entry for a record should be corrected if appropriate to do so or with consultation with the WYLD Office.

2.2.2F Uniform Titles

The form of entry should be corrected for uniform titles. Choice of entry for a record should be corrected if appropriate to do so or with consultation with the WYLD Office.

2.2.2G GMDs

The addition of general material designations (GMDs) enables users to find items more easily because the GMD appears as part of the title hit list. WYLD participating libraries are responsible for updating or adding GMDs to bibliographic records to improve accurate record retrieval. Libraries **should not** change the GMD of one record format to that of another record format. For instance if the bibliographic record is for a sound recording with an accompanying board book, the GMD should remain [sound recording]. It **should not** be changed to the GMD for the accompanying board book. Libraries **may not** fabricate their own GMDs or add any non-standard GMDs without prior approval by the WYLD Office and the Online Quality Committee. Refer to Appendix D on General Material Designation.

2.2.2H Series Statements

Series tracing status (traced vs untraced) may be changed to conform to Library of Congress tracing practice, although such editing should not be necessary as the Authority Control processing will make the necessary corrections. All 490 0 series are indexed in the WYLD database. MARC21 Format for Bibliographic Data indicates an 830 tag (Series added entry, uniform title) should be present if a 490 1 tag is used. **Do not** change a 490 tag into a 440 tag. A 440 tag should not contain information identical to that found in the 490 tag.

2.2.2I Topical Subject Headings

Subject headings are sorted and indexed in WYLD by the thesauri that produced the heading. No changes, other than corrections of obvious typographical errors, are made to subject headings.

Do not delete any subject headings. **Do not** strip any subfields from subject headings. WYLD member libraries may add local subject headings (69x tags) to enhance any record. Refer to Sections 2.4.5C2 on Creating Subject Headings and 2.4.5C3 on Local Subject Headings.

2.2.2J Names Used as Subject Headings

- a) Personal name headings used as subject headings have a MARC field tag of 600; corporate names have a field tag of 610; and conference names have a MARC field tag of 611. Formulate the heading according to rules found in AACR2R. Follow Library of Congress practice for the assignment of form and topical subdivisions.
- b) Geographic names used as subject headings have a MARC field tag of 651. Geographic names include names of places and geographic features (mountains, lakes, etc.). Formulate the heading according to AACR2R. Follow Library of Congress practice for the assignment of subdivisions.

2.2.2K Index Terms —600, 610, 611, 630, 650, 651, 653, 654, 656, 657, 690, 691 MARC Fields

Do not change a MARC field of 653, 654, 655, 656, 657 to a 650 or 651 tag. **Do not** change a 650 tag with a second indicator of 1 (LC Juvenile heading) to a 650 tag with a second indicator of 0. **Do not** change a 650 tag with a second indicator of 2 (MeSH, medical heading) to a 650 tag with a second indicator of 0. **Do not** change a 655 tag with a second indicator of 7 (Genre heading) to a 650 tag. Refer to Section 3 on Authority Control.

2.2.2L Cataloging-in-Publication Records (CIP)

WYLD participants should upgrade CIP records (Encoding level 8) for all formats to full-level cataloging to reflect information appearing on the item as published. Changes in title and/or other access points may occur when the record is upgraded because of differences between pre-publication information and final publication. Libraries should check the following tags for CIP changes, and/or the need to complete information within the tags:

- 1xx Author
- 245 Title
- 250 Edition statement
- 260 Publication statement
- 300 Physical description
- And all other data on record

Libraries should delete the 263 tag that appears in a CIP record. The 300 tag of a CIP record will contain only a lower case 'p' and 'cm'. Pagination, illustrations (if applicable), and size should be supplied by the cataloger using correct abbreviations and punctuation. Refer to technote on CIP Enhancement.

2.2.3 Deletion of Bibliographic Records

WYLD participants may delete a bibliographic record from the database if their item is the last remaining copy. Duplicate records should be merged or reported to the WYLD Office via e-mail.

2.3 Overlaying a WYLD Record

A WYLD record may be replaced by overlaying the WYLD record with a record from an outside database accessible through the cataloging features provided by the current operating system.

2.3.1 Guidelines for Overlaying

WYLD participants may overlay an existing record if a record from LC, UW, or OCLC will:

- Replace the existing record with a more complete MARC record
- Enhance access points and/or notes

Libraries are encouraged to overlay, whenever possible, any Brief Title/On-The-Fly records with minimal level cataloging and minimal access points.

Libraries should never degrade a record by removing valid fields or subfields or by removing valid access points. Libraries should never change the description or forms of entry from current (AACR2R) to previous standards.

2.3.2 Guidelines for Editing When Overlaying

- Edit the record in accordance with the guidelines established in Section 2.2.
- a) Add MARC fields from the existing WYLD record which contain any unique numerical access points that are indexed and not included in the overlaying record (i.e., ISBN, ISSN, etc.). Any new ISBNs added to a bibliographic record should be added below the existing ISBN fields (020 tag) in a separate 020 tag. ISBNs for paperback versions of a title may be added to the record for the hardcover version instead of creating a new bibliographic record if the content of the publication is the same. Add the publisher name and format in parenthesis after the ISBN if they are different from that described in the 260 tag (publisher) and 300 tag (format for paperback is generally recognized as a size of 18 cm.).

Example tag: **020 __ 0345378490 (Ballantine pbk.) :c\$7.99**

- b) Add all access points from the existing WYLD record that are not represented in the overlaying record. Special attention must be paid to retain local subject headings (69x) and other access points in the 6xx or 7xx fields.
- c) Add all other bibliographic information including contents notes (505 tags) from the existing WYLD record that is not local or copy specific in nature and is not represented in the overlaying record.
- d) Correct invalid indicators or add correct indicators to fields where indicators are missing. Refer to [Understanding MARC Bibliographic \(machine readable cataloging\) or MARC Bibliographic Format Guide](#) for assistance in determining appropriate indicators to use.

2.4 Adding Bibliographic Records to WYLD

WYLD participants are able to add records to the WYLD database by:

- Transferring records from another bibliographic database
- Copying and editing from existing databases
- Performing original cataloging online in WYLD

2.4.1 Guidelines for Adding

a) Immediately prior to adding a new record, search the WYLD database using as many search keys or strategies as necessary to invoke a retrieval, in order to determine that a duplicate record will not be added.

b) **Do not** add new records to:

- Reflect new cataloging rules
- Reflect local cataloging policies, except for differences allowed in Section 2.5.3.
- Reflect a different choice of main entry
- Reflect additional information
- Reflect new printing date

c) **Do add** records to reflect successive entry cataloging for non-government serials. The WYLD bibliographic database should contain one record for each of these serial titles.

- Successive entry cataloging for non-government serial titles is generally practiced. Successive entry cataloging is the practice of creating a new record for a serial whenever a major change is made to the title proper or the language of the publication changes.
- **Do not** add a new record for annual publications such as travel guides (Fodor's, Mobil, Baedeker's, Frommers, etc.), record books (Guinness Book of World Records, etc.), cookbooks (Taste of Home annual recipes, Best American recipes), collection books (any Kovels title, Scott Standard Postage Stamp Catalog, U.S. Coin Digest, etc.). If the year appears as part of the title, look for the serial record where the title does not contain any designated year. Exceptions to this are poetry or short story anthologies where a 505 contents note is desired to list the specific titles contained in that volume (Best short stories of..., Best plays of..., Best science fiction of..., etc.).
- **Do not** add a new serial record to reflect the microform replacement of paper issues. Use the item type for the appropriate microform to designate the format owned.
- **Do not** add an online serial record in addition to the record for paper issues, simply add the 856 tag for the URL to the existing record.

2.4.1 Continued

- d) **Do not** add a paper or microform bibliographic serial record when there is an existing electronic serial record. Many federal document serials have gone to online only as a means of publication. In those cases, there will be no bibliographic records reflecting the paper or microform formats. These electronic resource records generally contain notes describing alternative forms of access. Refer to Section 2.4.10 for specific procedures for handling federal documents serials.
- e) **Do not** add a new serial record to reflect successive entry cataloging for state document serials. State document serials no longer reflect successive entry cataloging for title changes and continuations. State document serials are collapsed into a single record for the most recent title with notes added to describe title changes and years associated with each title variation.

2.4.2 Transferring a Record into WYLD from Other Databases

- More than one record may exist in an external bibliographic database to reflect the same bibliographic item. Choose the most complete record for the item in hand.
- Editing of transferred records must follow the guidelines of Section 2.2.

2.4.3 Bringing a Record into WYLD from OCLC

This may be done either by using CatExpress, OCLC Connexion, or by accessing OCLC as one of the other databases referred to in Section 2.4.2. When accessing OCLC through the cataloging utility, it is possible to overlay existing WYLD records.

2.4.4 Copying/Duplicating a Record in WYLD

Copy cataloging for the WYLD database may be accomplished by:

- Transferring an existing record from one of the external bibliographic databases into WYLD and editing in the WYLD database so that the new record reflects the item in hand.
- Copying an existing WYLD record and editing it to reflect the new title in hand.
 - a) Editing of copied records must follow the guidelines of Section 2.2.
 - b) **Do not** copy records to reflect a paperback version of a title published in hard copy. Add the ISBN for the paperback copy in an 020 tag below the existing ISBN (if there is one) to reflect the differences in publisher and format as described in Section 2.2.
 - c) **Do not** copy records to reflect a “Book-of-the-Month Club edition,” a “Book Club edition,” or any other print edition where only the font or formatting is changed but where the text is not altered, or to reflect a “widescreen or full screen version” of a video. This edition information may be added to the item record as a note. Refer to Section 2.6 on Item Records.

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2.4.4 Continued

- d) **Do not** copy records to reflect a new printing date.
- e) **Do not** copy records to create a new year of an annual publication for which there is an existing serial record in WYLD unless a specific contents note is needed as in the case of anthologies. Refer to Sections 2.4.1 c) and 2.4.7.

2.4.5 Original Cataloging

2.4.5A Original cataloging for the WYLD database may be accomplished:

- By contacting the WYLD Office. Requests for cataloging may be directed to the WYLD Database Manager. If the request is for the cataloging of state document records, those requests will be forwarded to the Wyoming State Library documents cataloger.
- Offline through an informal partnership agreement with the University of Wyoming. Records for Wyoming materials, including local authors but exclusive of Wyoming documents, may be requested from the University of Wyoming Libraries' cataloging department. Initial requests for the cataloging of these Wyoming materials may be sent via e-mail to the WYLD Office which will provide the contact information for the University of Wyoming.
- Online in WYLD by choosing the appropriate format for the item in hand. If so desired, WYLD Office staff will assist by reviewing records created online by member libraries when given the record's title control number.
- Offline through informal partnership agreements with other Wyoming libraries or regional cataloging centers (if available) or by submitting information on items needing cataloging to the State Library.

For cataloging information from another library, submit the following to that library for each record sought. Take information from the actual item.

- a) Fax photocopies of the title page and verso of the title page or their equivalents to the library doing the cataloging.

2.4.5B Standards for Original Cataloging in WYLD

- a) WYLD participating libraries will use the appropriate format for the item in hand. Appendix B contains a listing and definition of record formats.
- b) Records will be completed to Level 2 description as prescribed by AACR2R and illustrated in Appendix E.
- c) Fixed field elements **must** be entered as completely as possible.
- d) All access points **must** conform to AACR2R.
- e) International Standard Bibliographic Description (ISBD) punctuation **must** be used.
- f) All applicable mandatory MARC fields (see Appendix C) and associated elements **must** be completed for the chosen record format. Correct indicators and subfield codes **must** be

2.4.5B Continued

used.

- g) The primary subject thesaurus for WYLD is Library of Congress Subject Headings although Genre heading or MeSH heading may also be used. All subject headings in the 6xx field **must** be formatted in accordance with Library of Congress practice. Correct indicators and subfield codes **must** be used.
- h) Locally-assigned subject headings **must** be tagged with the appropriate MARC field (69x). **Do not** assign the 69x field to headings established as valid LC subject headings.
- i) Local holdings and/or copy-specific information usually entered in the 049, 59x, or the 9xx fields of the MARC bibliographic record are maintained online by the owning library in the WYLD item record. These MARC fields **should not** be entered into the bibliographic record.

2.4.5C Process of Original Cataloging in WYLD

2.4.5C1 Creating Material Descriptions

- Enter LCCN (Library of Congress Control Number) in an 010 tag.

010 __ LC number with no hyphen or spaces within the number

- Enter ISBN (International Standard Book Number) in an 020 tag.

020 __ ISBN with no hyphens or spaces within the number

- Enter valid Main Entry headings in upper and lower case according to standardized headings. **Do not** enter main entries (authors or titles) in all upper case unless they are entered as such in their authorized forms.
 - a) All Main Entry headings should be tagged correctly including correct indicators and subfield codes. These vary depending on type of entry. Refer to the MARC Bibliographic Format Guide.
 - b) Follow Standards a) - e) as described in the section on Standards for Original Cataloging, Section 2.4.5.
 - c) Create 1xx tags if the work has an author. An editor is not considered an author so would be entered as an Added Entry (7xx tag).

100 __ Personal Name Main Entry

110 __ Corporate Name Main Entry

111 __ Meeting Name Main Entry

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2.4.5C1 Continued

130 __ Uniform Title Main Entry

- Identify valid Main Entry Headings
 - a) Conduct an author search online in the WYLD bibliographic database to see what authors have already been used. To determine if the heading is authorized, check the WYLD Authority File. If the heading is not in the WYLD Authority File, conduct an online search of the authority file at the Library of Congress: <http://authorities.loc.gov/>
 - b) Verify the correct form of heading, correct heading construction, and correctly constructed subdivisions.

Example:

100 1_ Turner, R. M.|q(Raymond M.)

- c) Identify dates of a personal name subject heading:

100 1_ Bridger, Jim,|d1804-1881.

- d) Display the record in MARC format to identify the proper MARC tags and subfield codes for subdivisions.

In a bibliographic record in WYLD, an author followed by the word “UNAUTHORIZED” indicates it is not a valid heading. Verify this by checking the WYLD Authority File.

- Create title entry (245 tag).

The indicators vary depending on the type of entry. The first indicator is the number 1 if there is an author (1xx tag). If there is no 1xx tag, the first indicator is a zero. The second indicator determines the number of characters to skip for the purposes of indexing. If the title begins with an initial article (the words: A, An, The), the second indicator should be set to omit these words in indexing. If the initial article is “A”, the second indicator should be set to 2. If the initial article is “An”, the second indicator should be set to 3. If the initial article is “The”, the second indicator should be set to 4.

245 __ Title

Examples:

100 1_ Lee, Katie

245 10 All my rivers are gone /cKatie Lee.

245 00 Everything Irish

2.4.5C1 Continued

- Create other tags to further describe the material
 - 250 __ Edition statement (no indicators)
 - 260 __ Publication information (no indicators)
 - 300 __ Physical description (no indicators)
 - 4xx __ Series (indicators vary)
 - 5xx __ Notes (indicators vary)

2.4.5C2 Creating Subject Headings

- Enter valid Library of Congress (LC) subject headings in upper and lower case according to standardized headings. **Do not** enter subjects in all uppercase.
- All subject headings should be tagged correctly, including correct indicators and subfield codes. Refer to the MARC Bibliographic Format Guide.
- Follow Standards f) - h) as described in the section on Standards for Original Cataloging, Section 2.4.5.

600 _0 Personal Names

610 _0 Corporate Names

650 _0 Topical Headings

651 _0 Geographic Names/Headings

- Identify valid LC Subject Headings
- Online, conduct a subject search in the WYLD bibliographic database to see what subjects have already been used. To determine if the heading is authorized, check the WYLD Authority File. If the heading is not in the WYLD Authority File, conduct an online search of the authority file at the Library of Congress: <http://authorities.loc.gov/>
- Offline, consult Library of Congress Subject Headings if this volume set is available.
- Verify the correct form of heading, correct heading construction, and correctly constructed subdivisions.

Example: **650 _0 Economic forecasting|zWyoming|y21st century.**

- Identify dates of a personal name subject heading:

600 10 Bridger, Jim,|d1804-1881.

- Display the record in MARC format to identify the proper MARC tags and subfield codes for subdivisions.

In a bibliographic record in WYLD, a subject followed by the word “UNAUTHORIZED” indicates it is not a valid heading. Verify this by checking the WYLD Authority File.

2.4.5C3 Local Subject Headings

- Search the WYLD database. If no relevant LC heading exists, determine if the heading has already been used by another library. If so, the new heading should match the existing, established form of heading, in tagging, terminology and format, to maintain consistency in indexing. Consult with the WYLD Office before creating any headings so they can be added to the WYLD online list of local headings.
- Use 650 tags with a second indicator of 4 for Wyoming award winning titles. **Do not** use 690 tags for these.

Examples:

650 _4 Soaring Eagle Young Adult Award Books.

650 _4 Indian Paintbrush Honor Books.

650 _4 Buckaroo Book Award.

- Use 69x tags with no indicators for other local subject headings. **Do not** tag as a local heading an LC subject heading to which has been added a geographic subdivision (Wyoming) or a free-floating subdivision such as “Statistics.”

Example:

School libraries|zWyoming|vStatistics.

This is **not** considered a local subject heading and **should not** be entered as a 69x tag.

- Refer to the MARC Bibliographic Format Guide for valid subfield codes.

Examples:

690 __ Topical Headings

691 __ Geographic Headings

Online sources are available for establishing geographic subject headings. The Geographic Names Information System (GNIS) has a web site at: <http://geonames.usgs.gov/index.html>

This site also has a query form address of:

http://geonames.usgs.gov/pls/gnis/web_query.gnis_web_query_form

There are also several sources listed in WYLDCAT that may be useful in establishing a standard form for Wyoming geographic locations and topics. For a list of sources, conduct the following subject search in WYLD: **Wyoming geographical names**

2.4.5C3 Continued

Examples:

Wyoming geographic names / prepared from the Geographic Names Information System (GNIS) computer file compiled by the U.S. Geological Survey, National Mapping Division, in cooperation with the U.S. Board on Geographic Names ; formatted and edited by Linda R. Zellmer. [Laramie, Wyo. : University of Wyoming Libraries, 1995]

Wyoming geographic names information system : alphabetical list / [Geographic Names Information System] [Reston, Va. : U.S.G.S. Topographic Division, Office of Research & Technical Standards, 1987, c1981]

2.4.5C4 Authority Control

Invalid subject headings and name headings are identified in a bibliographic record by the appearance of “UNAUTHORIZED” after the heading.

- Search the WYLD Authority File to identify which headings are valid. If a heading already exists in the database, edit the entry to conform to the authorized form of the heading. Often a heading is invalid simply because of misspellings, incorrect dates, or incorrect spacing. WYLD participating libraries should correct these errors within bibliographic records.
- Questions regarding the proper form of heading or reports of incorrect headings should be made to the WYLD Office. For more information on Authority Control, refer to Section 3.

2.4.6 Other Cataloging Options

- Brief Title records created through cataloging
- On-The-Fly records created through circulation
- **Do not create records with title information only.**

2.4.6A Brief Title Records (Books/Non-Print Materials)

A Brief Title record should be considered a **request for full cataloging for that item. These are not to be considered as permanent records.** Libraries should check regularly for their remaining Brief Title records and replace them or merge them to full bibliographic records in a timely manner. Any library linking holdings to a Brief Title record is encouraged to replace that brief record.

- a) Each Brief Title record created through cataloging by a WYLD participating library **must** include a Library of Congress Card Number (LCCN), an ISBN (International Standard Book Number), an OCLC number, or an ISSN (International Standard Serial Number) in the title control tab. One of these numbers is necessary for an incoming full MARC record to properly overlay the pre-existing Brief Title record.

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2.4.6A Continued

- b) Search the WYLD database thoroughly before creating a new Brief Title record. It is essential to look at the full MARC record in order to determine whether a record already in the WYLD database matches the item as outlined in Section 2.4.1.

After exhausting all search possibilities including external databases (LC, UW, OCLC) and finding no bibliographic record that matches the item in hand, a new Brief Title record may be created if original cataloging of the item is not possible.

Remember, the more information provided in the Brief Title record, the more useful the Brief Title record is to other WYLD libraries and the less likely it is that a duplicate record will be created. Also the more information provided, the easier it will be for the WYLD Office staff or any WYLD library personnel to replace the Brief Title record with complete cataloging.

Consult the Cataloging with Authority Training Guide provided by the software vendor for instructions on adding a title to WYLD.

- c) Supply information for as many of the fields as possible. Because call numbers are entered at the item level, **do not** create a local call number field.

Bibliographic information for books must come from the item's title page or title page verso.

Bibliographic information for non-print materials may come from several locations: any labels that are affixed to the item itself, the original package that covers the item, any text (program, booklet, etc.) that came with the item. Some information may be available only by viewing or listening to the material.

Specifically for non-print materials: Enter the General Material Designation (GMD) for the item in a subfield h of the 245 tag. See Appendix D of these Guidelines for a list of GMDs. Any numeric identifier (recording numbers, catalog numbers, stock numbers, etc.) should be included in the tag appropriate for that number (024).

- d) ISBD punctuation is not automatically supplied in a Brief Title record. Therefore, the record should be edited for inclusion of correct punctuation between subfield elements. Subfield delimiters are also not automatically supplied, nor are indicators. These should be added as well. Refer to the MARC Bibliographic Format Guide or to Understanding MARC Bibliographic (machine readable cataloging).

2.4.6B On-The-Fly Records

On-The-Fly items can be created in the Check Out Function in Circulation. These generally consist of only the 245 title field. Use the correct indicators in the 245 tag. It is expected that on-the-fly items be cataloged as quickly as possible. **These are not to be considered as permanent records.** Libraries should check regularly for these records in the database and remove them or relink their items to a full bibliographic record.

2.4.7 Serial (Periodical) Records

2.4.7A General

For more system specific details on serials maintenance refer to serials technotes.

2.4.7A1 Full Level Bibliographic Records

WYLD participating libraries **must** create a summary holdings statement on the MARC holdings record to reflect their holdings on the full bibliographic serial record even if they are not maintaining their serials through serials control. If copies are linked, item barcode should be added to the full bibliographic serials record that reflects a serial in continuous, current publication.

Minimal records currently exist in the WYLD database for the ease of circulation of single issue periodicals. **These are not to be considered as permanent records.**

WYLD libraries are encouraged to retain a minimum number of barcoded items (no more than 60 issues) on any serials record except those for monographic series.

2.4.7A2 On-The-Fly Records

Create these **only** for the ease of quick circulation of a specific issue that is not otherwise linked. Use correct indicators in the title field (245 tag). **These records should be deleted on a regular basis** by the library that created them. Summary holdings statements **should not** be added to these records.

2.4.7A3 Ebsco Electronic Access Records

Do not link periodical issues to these records. **Do not** add summary holdings statements to these records. These records appear as duplicates of other serial titles in WYLD and provide a link between the Ebsco database and the same serial records in WYLD. Because these records are deleted from WYLD and reloaded on a regular basis, any barcodes linked to them or summary holdings statements added to them will be removed when the Ebsco serial records are removed.

Identify the Ebsco record by:

- the distinctive codes “EbpS” or “Ebs” displayed at the beginning of the Ebsco resource number in the 001 and 035 tags of the bibliographic record.
- the display of the GMD [electronic resource] in the subfield h of the 245 tag immediately after the title proper.
- the 596 tag with the owning library of WYLD-ER.

2.4.7B Full Bibliographic Serials Records

The WYLD database may not have the most recently updated version of a serials record. Libraries should rely on the publication in hand to determine when a title changes or when a publication ceases. If a serials record in WYLD needs to be updated or replaced, libraries may contact the WYLD Office.

Do not alter any serial bibliographic records to reflect the holdings of any specific collection. **Do not** change dates to reflect specific holdings. **Do not** add "Library has..." notes to reflect specific holdings.

2.4.7B1 Open Records

WYLD participating libraries must be able to identify the appropriate full bibliographic serials record to use when attaching holdings. Libraries should use the serials record that reflects continuous publication of the title in its current form. There are some easy ways to identify these open publications.

a) Fixed field

- Bibliographic level (Bib_Lvl) should be an "s" to indicate it is a serials record.
- Date type: (Dat_Tp) is generally a "c" to indicate the serial is currently being published. This means an issue has been produced within the past three years and there is no clear evidence that the publication has ceased. Sometimes this Date Type can be a "u" which means that there is no clear indication that the serial has ceased publication.
- Dates 1 and 2: (Date1/Date2) should have the year the publication began in Date 1 while Date 2 will not contain an actual year. To indicate an ongoing publication Date 2 may contain four nines (9999) or, as in some older publications, the letter "u" to indicate missing digits (198u). (The letter "u" may also appear in the Date 1 position if it is unknown exactly what year the publication began). **NOTE:** Beginning dates and ending dates **must not** be changed to reflect the dates held by any specific library.

b) Variable fields

- 260 tag: subfield "c" may display the year the publication began followed by just a hyphen.

Example: 260 __ |c1921-

- 300 tag: subfield "a" should display just a lower case "v.", "pt.", or "no." indicating that the number of physical items is not yet known. **NOTE:** Libraries **must not** add the number of volumes to reflect the number owned locally.

Example: 300 __ v.

- 362 tag: subfield "a" should display the beginning date of publication for the serial.

Example: 362 __ Vol. 48 (Sept. 1921)-

2.4.7B1 Continued

- 78x tags: There should be no 785 tag on a serials title that is still being published. This 785 tag appears on serials that have closed because of a title change. However, there can be a 780 tag on an open serial record. The 780 tag displays the previous title of that serials publication.

2.4.7B2 Closed Records

When a serials title ceases publication or undergoes a title change, the serials record is closed to reflect that no new issues will be published under that title or under that form of the title. Even though these may be full level bibliographic records, they are not appropriate to use for linking barcodes or creating serials control records for check in of currently received periodicals. There are some easy ways to identify these closed publications.

a) Fixed field

- Bibliographic level (Bib_Lvl) should be an “s” to indicate it is a serials record.
- Date type: (Dat_Tp) should be a “d” to indicate the serial is no longer being issued, has ceased publication, or has been superseded by a new title.
- Dates 1 and 2: (Date1/Date2) should have the year the publication began in Date 1 and the year the publication ceased in Date 2. **NOTE:** Beginning dates and ending dates **must not** be changed to reflect the dates held by any specific library.

b) Variable fields

- 260 tag: subfield “c” may display the year the publication ceased.
Example: **260** __ |c**1921-2001**.
- 300 tag: subfield “a” may display the total number of volumes that cover the years the serial was published. **NOTE:** Libraries **must not** change the number of volumes to reflect the number owned locally.

Example: **300** __ **80 v.**

- 362 tag: subfield “a” should display the years of publication, both beginning and ending dates.

Example: **362** __ **Vol. 48 (Sept. 1921)- Vol. 128 (Mar. 2001)**

- 785 tag: subfield “t” should display the title of the publication that continues the closed title if it is the case of a serial that has undergone a title change.

2.4.7C Serials Control Records

The creation of a serials control record is necessary only if a WYLD participating library is checking in its periodicals on WYLD. WYLD libraries are strongly encouraged to use this feature as a means of tracking and claiming their serial publications. Refer to the Serials Control Training Guide provided by the software vendor.

2.4.7D MARC Holdings Records (MFHD – MARC21 Format for Holdings Data)

MARC holdings records contain the summary holdings statement that briefly describes a library's holdings for that title. Because this statement displays in WYLDCAT directly below the serials title and before any barcoded issues, the user sees immediately the range of issues owned by any WYLD participating library. Each library is responsible for entering and maintaining the accuracy of these summary holdings statements. These should contain general retention information about the title so that it is unnecessary to constantly update the summary holdings statements. For this reason, prefer a statement such as **CURRENT 2 YEARS** over one with a beginning date of retention if that beginning date ever changes such as **1997-**. The summary holdings statement should accurately reflect the range of barcodes attached to the bibliographic record. For example, if the summary holdings statement indicates the library retains from July 1997 to the present, there should be no barcoded issues attached to the bibliographic record that reflect a date prior to July 1997. If a more general statement of **CURRENT 2 YEARS** is used, there should be no barcoded issues attached to the bibliographic record that reflect a date older than the current 2 years.

- MARC holdings records should be added to serials records. Libraries are discouraged from adding a MARC holdings record and summary holdings statement to a bibliographic record for a monograph as these are merged more frequently than serials records. There is no guarantee that these MARC holdings records will transfer to another bibliographic record when records are merged. MARC holdings records must be recreated manually.
- Libraries need not maintain an item record on the bibliographic serials record for every barcoded issue owned. Use a Summary Holdings Statement to indicate a range of permanently retained back issues and the number of issues within that range of years.
Example: **1954-2000 (2395 issues, some missing)**
- Delete the MARC holdings record so the summary holdings statement will not display in WYLDCAT if a library ceases to receive the serial and withdraws all issues.
- If the periodical is available only online and WYLD-ER is the only holding library for that title, the location in the MARC holdings record is **INTERNET** and the 866 tag is **AVAILABLE ONLINE**.

2.4.8 Pamphlet/Vertical File Materials

2.4.8A Accessing Pamphlet/Vertical File Materials in WYLDCAT

Pamphlets and vertical file materials are often valuable resources of information, especially for local history collections. Therefore subject access to these collections is important in making such material accessible in an understandable manner to users when searching WYLDCAT while minimizing the negative impacts to database integrity.

2.4.8B Creating Bibliographic Records

Each WYLD participating library may enter a bibliographic record(s) that describes its vertical file/pamphlet collection(s). For example, there may be one record for Park County vertical file -- General, and another record for Park County vertical file -- Wyoming. **Do not enter separate records for each topic file in a vertical file. Use broad categories if it is necessary to create more than one bibliographic record.**

These bibliographic records should be agency-specific to ease the maintenance of holdings, minimize circulation-related questions, and to make it easier for users to identify a specific library's holdings.

Remember that these guidelines have been established for the creation of a specific type of record and do not strictly adhere to standard cataloging practices. The role of some MARC tags has been redefined solely for use in these records and that redefinition should not be applied to other record types.

- a) **COPY** the vertical file or pamphlet template record (Title Control Number - AES-5114) and edit the record to meet local needs. **Do not enter library specific information into the template record. Do not add item records (barcodes) to the template record. Do not** enter any information in all uppercase.
- b) The bibliographic records describing pamphlet or vertical file collections shall have an Encoding Level of "v" to ease database management.
- c) Use the 260 field to instruct users how to locate or access the vertical file. For example, a useful statement to include in the 260 field could be: "Please ask librarian for assistance in locating these materials."
- d) Add a note on the bibliographic record stating the library's circulation and/or interlibrary loan policies for these items.
- e) Enter the following as the first two subjects of the record (690 tags): Pamphlets or Vertical file (whichever is appropriate) and the specific library's name Pamphlet or Vertical file collection. Listing these as the first two subjects minimizes confusion on the initial display of the bibliographic record.

Example: **690 __ Western vertical file**

690 __ Casper College Western vertical file collection

- f) Sequence any additional subject headings by grouping all types of subject headings together, then list all headings in alphabetical order. For example, list all of the 600 (personal names) headings in alphabetical order, then list all of the 610 (corporate names) headings in alphabetical order.

Be consistent in the manner in which headings are entered so it is easier for the user to identify and search the topics available in the pamphlet or vertical file collection. Be sure to use the authorized form of heading by checking the WYLD Authority File for the established headings.

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2.4.8B Continued

- g) Delete from the new bibliographic record any field or information that was copied from the template that does not apply. **Do not** delete or edit the template record.

Conduct a title search on “vertical file” to find examples of vertical file bibliographic records. It is helpful to view these records both in cataloging and WYLDCAT to see how information entered in specific fields will display to the public.

- h) Refer to Section 2.4.5 for details on Original Cataloging.

2.4.8C Linking a Barcode for Holdings Display

Enter a brief general, informational statement such as: VERTICAL FILE in the call number field to further direct user. Add the appropriate subfield to the call number to designate folder or file numbers. Refer to the technote on Creating a Subfield z.

Throughout this process, view the record in WYLDCAT to determine if information displays in an understandable manner. Conduct a subject search on a term entered to see how the record displays on a hitlist. Modify the record as needed.

2.4.8D Circulating Pamphlet/Vertical File Material

To track the circulation of vertical file or pamphlet material on WYLD, libraries may use any of the following procedures:

- a) Circulate pamphlets “On-the-fly.”
- b) Assign barcodes to generic envelopes and insert pamphlets or materials in envelopes to circulate. Envelope barcodes should be linked to the same general bibliographic record describing the pamphlet/vertical file collection.
- c) Assign barcodes to specific vertical file material or pamphlets. These barcodes should be linked to the library’s single vertical file bibliographic record. A portion of the title can be entered in the item record call number field to identify the specific item.

2.4.9 Reserve Item Records

In order to use the Reserve Item program, all items **must** be linked to a bibliographic record in WYLD. The same standards recognized for adding and/or editing records should be maintained.

- All materials will be linked to a complete bibliographic record. If no record is available, a title **must** be added.
- If a bibliographic record exists, link to it. **Do not** create a different record for reserve materials.
- Link multiple copies of the same title to a single record. **Do not** create separate records for each copy of an item. For example, create a record for Biology 1010 exams and link all Biology 1010 exams to that record. Use the call number to identify a specific exam or chapter covered, rather than creating a separate record for each exam.

2.4.9 *Continued*

- If an item specific field (such as a 690 tag to identify library reserves—NWCRESV) is added to any existing WYLD record, that tag **must** be removed when the item is removed from Reserves.

2.4.9A Adding a Reserve Item Record

- If there is no existing WYLD record, search one of the external databases if appropriate. If the record is found, import it into WYLD. The record may be edited to include a 690 tag for the library's reserves, i.e. NWCRESV.
- If no database yields a record for the item, create an original record in WYLD by copying the Reserve Item sample record with the title control number: a1002396. **Do not enter library specific information into the sample record. Do not add item records (bar-codes) to the sample record.**
 - a) The record format should match the type of item being cataloged. **Do not** change the record format or fixed field information on an existing WYLD record. On records created originally specifically for Reserves, the Encoding Level of the fixed field should be set to "r" for ease of database management.

The originally created WYLD record **must** have a 245 tag for the title of the material on reserve. Include any appropriate indicators and subfields in the standardized manner. Refer to Section 2.4.5 on Original Cataloging.

Example: **245 00 Donner party|h[videorecording]**

- b) Include the following tags on any record that will be used for Reserves. If using an existing WYLD record, these tags **must** be deleted when the item is no longer on Reserve. Refer to Section 2.4.5 on Original Cataloging.

690 Subject heading for library reserves

Example: **690 __ NWCRESV**

2.4.9B Deleting a Reserve Item Record

When there is no further use for a reserve record, delete all attached item records associated with the reserve function. If the bibliographic record was an existing WYLD record, remove the 690 and 700 tags added specifically for the reserve function. If the bibliographic record was created specifically for Reserves, remove it from WYLD. However, if it is known that the record will be needed for another course later, **do not** remove it from WYLD. For more detailed information on Reserves, refer to the Academic Reserves Training Guide provided by the software vendor.

2.4.10 Federal/State/Local Documents Records

It is the responsibility of the WYLD Office to load the MARCIVE federal documents bibliographic records. WYLD participating libraries are responsible for maintaining their item records. Maintaining the bibliographic records is primarily the responsibility of the State Library. Because the federal government produces publications in various formats, the State Library has developed the following standards to reduce record duplication in WYLD.

- a) If the material is still published in a paper format, the bibliographic record for the paper format is retained. All microform holdings are attached to this record. If the material is also available online, an 856 tag is added to the record for the paper format to reflect the address for online access. 5xx tags and 7xx tags are created to reflect publication history. All other records for microform or electronic versions of the title are deleted.
- b) If the material is no longer published in a tangible format and is available only online, only the bibliographic record for the electronic format is retained in WYLD. Holdings from all other formats of the publication are retained on the bibliographic record for the electronic format. The current address for online access is maintained in the 856 tag. 5xx tags and 7xx tags are created to reflect publication history. All other records for paper, microform, or CD versions of the title are deleted.

The Wyoming State Library is responsible for the cataloging of state documents and is primarily responsible for maintaining those bibliographic records. WYLD participating libraries are responsible for maintaining their item records.

WYLD libraries may create bibliographic records for local government documents or may request cataloging be done by a cataloger at the University of Wyoming. Refer to Section 2.4.5A.

2.4.11 Electronic Records

Because of licensing agreements some databases require a unique logon for each library to access the website. These logons are contained in the 856 tag (for electronic location and access) on the bibliographic record for that electronic resource.

Do not create a duplicate bibliographic record for these electronic resources. Libraries should use a single bibliographic record and add a MARC holdings record with an 856 tag for their unique access information and an 866 tag for their unique textual holdings information. Because of the nature of these records they are less likely to be merged as monographic records are merged. Refer to serials technotes for information on creating a MARC holdings record.

Modify Title: Modify Selected MARC Holding Record

Fixed Fields

Rec_Type	y	Enc_Lvl	4	Entrd	050218
Acq_Stat		Acq_Meth		Can_Date	
Gen_Retr		Sp_Retr		Complete	
Copies		Lending		Repr	
Lang	eng	Composit		Updated	050218

Holdings Entries

holdings entries--

key	001			
				13451
Location	852			Internet
Electronic resource	856		41	http://library.alldatapro.com
Textual holdings	866		0	ACCESS RESTRICTED TO USE WITHIN WYLD LIBRARY IN CHEYENNE

OK 1 Cancel 2

2.5 Duplicate Records

Duplicate bibliographic records may occur in WYLD as a result of:

- Loading of records from OCLC.
- Dissatisfaction with the cataloging record that another library has added to WYLD previously for the same title.
- Inadequate searching of the WYLD database before adding records.

The following guidelines, resulting from the April 2000 Cataloging Video-Conference, have been established to determine the level of duplication and appropriate follow-up action.

2.5.1 Exact or Similar Duplicate Records

Merging items to bibliographic records that are not exact matches reduces the number of records that appear as duplicates in the hitlist when users search the WYLD database. Having multiple copies of a title linked to the same bibliographic record ensures that the next available copy/item hold will be used to fill a request.

Duplicates represent the same bibliographic item. The descriptive information in the MARC records may be exact or may vary as to completeness. Examine the entire record before determining whether the record is or is not a duplicate. Non-print and serial publications should be evaluated carefully because cataloging choices for the determination of the title proper and the inclusion of a statement of responsibility may vary.

Determining a Duplicate Record:

- 1xx or 7xx. A heading may appear in one field or the other depending on the choice of entry. The form of the heading may vary.
- 245. The title proper must match; however, additional title information may be found in other fields such as the 5xx's. Choice of a title proper may vary for non-print and serial items.
- 260. Publisher information and copyright date may vary. The form of the publisher's name may differ and additional publisher information may or may not be present. A subsidiary of a publisher may be used instead of the parent company as is often the case with paperbacks. Production dates may vary (i.e., printing, pressing, etc.).
- 3xx. Variation in pagination or size **should not** be the sole determinants of duplication.

2.5.2 Suspected Duplicate Records

Records determined to be duplicates should be merged. In the case of records suspected of being duplicates, if the library is unsure how to proceed, it should report the records to the WYLD Office by e-mail. WYLD Office staff will review the information and take appropriate action.

2.5.3 Merging of Fiction Materials, both Print and Non-Print

Often materials may look different, but their content is still the same. Fiction works are merged unless there is a statement on the item indicating that there is a difference, such as includes a special introduction, preface, afterword, or illustrations. Anniversary editions or other special commemorative editions are not merged unless the other record also describes the same anniversary or commemorative edition.

If the primary difference is in the physical presentation (i.e. hardcover vs. paperback), the items are merged onto one record. This narrows the hitlist of records displayed to the user in WYLD-CAT. Libraries are encouraged to use the appropriate item type in their item record to indicate the type of presentation of their copy. Records are not merged if it appears content of text is no longer the same or if there is a need to preserve a record for historical collections or research needs at some special libraries.

2.5.3A Print: Paperback to Hardcover

- a) If the paperback has the same publisher as the hardcover edition even when size and pagination differ, the material is merged. The difference in size and pagination are the result of formatting and font changes.
- b) If the paperback publisher is a subsidiary of the parent company which published the hardcover edition, it is considered to be the same publishing family. Size and pagination may differ. The publisher's edition of Books in Print may be consulted to determine relationships between publishers. The online homepages of most publishers also list their associated publishing companies. For example, <http://www.randomhouse.com> lists Ballantine and that publisher in turns lists Del Rey as one of its associated publishers.
- c) Book Club editions and Book-of-the-Month Club editions are merged in the same way. These appear identically on the hitlist; publisher and date are the same as the original hardcover edition. Generally the only place the Book Club edition information appears on the item is on the front, inside flap of the dust jacket. The difference between this version of the title and the original hardcover edition is merely in size and pagination, a result of use of a different font in printing. The text has not been altered. This edition information may be added to the item record as a note. Refer to Section 2.6 on Item Records.
- d) Records are evaluated for differences in catalogers' interpretation of information from the chief source of information and their interpretation of cataloging rules. Catalogers have different opinions on which name to use for the publisher, some choose Kensington Publishing Corp. while others choose Zebra Books. Some choose printing dates as the publication date and create a new record for that printing date. Others choose one date in a series of copyright dates. These differences in publisher names or publication dates may be added to the item record as a note. Refer to Section 2.6 on Item Records.

2.5.3A *Continued*

- e) If the ISBN (International Standard Book Number) of the record being merged is different from any of the ISBNs on the record being retained, that new ISBN should be added to the bibliographic record being retained. The 020 tag for this new ISBN is entered directly below the tag(s) of the original ISBN(s). Add brief publisher information in parenthesis after the ISBN.

Example: 020 __ 0312986769 (St Martin's pbk.) :|c\$7.99

- f) If the record being retained has no 020 tag (no original ISBN), add the new 020 tag in numerical order within the existing tags so it appears after an 010 tag but before an 035 tag.

2.5.3B Print: Large Print Materials

Large print materials are merged only to other large print records. They are merged in the same way as paperback and hardcovers are if there is another large print record that meets the merging criteria. Refer to technote on Large Print materials.

2.5.3C Non-Print: Sound Recording Cassettes or CDs

- a) Sound cassettes and CD books are not merged together because different equipment is required to use the material.
- b) If the producer of the sound recording on one record is a subsidiary of the parent company which produced the sound recording of the other record, it is considered to be the same publisher family. The records should be evaluated carefully for differences in catalogers' interpretation of information from the chief source of information and their interpretation of cataloging rules. Catalogers have different opinions about which name to use for the producer, some choose Books on Tape while others choose Random House Audio. The publisher's edition of Books in Print may be consulted to determine relationships between producers. The online homepages of most publishers also list their associated publishing companies. For example, <http://www.randomhouse.com> lists Ballantine and that publisher in turns lists Del Rey as one of its associated publishers.
- c) Catalogers also interpret dates differently on non-print records. One cataloger may choose the copyright date while another may choose a different production date. These should be evaluated carefully.
- d) If the sound recordings have the same readers/performers, they can be merged unless one record is for the abridged version and the other record is for the unabridged version.
- e) **Do not** merge records which have different numbers of physical units in the 300 tag. If one record is for the unabridged version with 10 cassettes and the other record is for the unabridged version with 12 cassettes, **do not** merge them.
- f) If the records considered for merging have ISBNs, they may be manually transferred from one record to another in the same way that this is done for paperback and hardcover titles. Refer to letter e) in Section 2.5.3A.

2.5.3D Non-Print: Videorecording VHS or DVD

- a) VHS video recordings and DVD video recordings are not merged together because different equipment is required to use the material.
- b) These records should be evaluated carefully for differences in catalogers' interpretation of information from the chief source of information and their interpretation of cataloging rules. Catalogers have different opinions about which name to use for the producer and which date to use. Some catalogers use the date of the original film production while others use the date the video recording was manufactured. A printing date should be ignored unless that is the only date available.
- c) If the video recordings have the same performers and other persons of importance are the same, they can be merged unless one record is for the abridged version and the other record is for the unabridged version.
- d) **Do not** merge records which have different number of physical units in the 300 tag. If one record is for the unabridged version with 10 cassettes and the other record is for the unabridged version with 12 cassettes, **do not** merge them.
- e) If the records considered for merging have ISBNs, they may be manually transferred from one record to another in the same way that this is done for paperback and hardcover titles. Refer to letter e) in Section 2.5.3A.

2.5.4 Merging of Non-Fiction Materials, both Print and Non-Print

Often materials may look different, but their content is still the same. Non-fiction works are merged unless there is a statement on the item indicating that there is a difference, such as includes a special introduction, preface, afterword, or illustrations. Anniversary editions or other special commemorative editions are not merged unless the other record also describes the same anniversary or commemorative edition.

If the primary difference is in the physical presentation (i.e. hardcover vs. paperback) the items are merged onto one record. This narrows the hitlist of records displayed to the user in WYLD-CAT. Libraries are encouraged to use the appropriate item type in their item record to indicate the type of presentation of their copy. Records are not merged if it appears content of text is no longer the same or if there is a need to preserve a record for historical collections at some special libraries.

2.5.4A Print: Paperback to Hardcover

- a) If the paperback has the same publisher as the hardcover edition, even when size and pagination differ, the material is merged. The difference in size and pagination are the result of formatting and font changes.
- b) If the paperback publisher is a subsidiary of the parent company which published the hardcover edition, it is considered to be the same publishing family. Again, size and pagination may differ. The publisher's edition of Books in Print may be consulted to determine relationships between publishers. The online homepages of most publishers also list their

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2.5.4A *Continued*

associated publishing companies. For example, <http://www.randomhouse.com> lists Ballantine and that publisher in turns lists Del Rey as one of its associated publishers.

- c) Edition statements are evaluated carefully. Different numeric editions (1st ed, 8th ed.) are not merged together because there are often differences in the text.
- d) Publication dates are evaluated carefully. Different dates and a different numeric designation in the edition statement may indicate a different version of the title where content has been changed.
- e) Records are evaluated for differences in catalogers' interpretation of information from the chief source of information and their interpretation of cataloging rules.
- f) If the ISBN (International Standard Book Number) of the record being merged is different from any of the ISBNs on the record being retained, that new ISBN should be added to the bibliographic record being retained. The 020 tag for this new ISBN is entered directly below the tag(s) of the original ISBN(s). Add brief publisher information in parenthesis after the ISBN.

Example: 020 __ 0679774122 (Pantheon pbk.) :|c\$15.95

- g) If the record being retained has no 020 tag (no original ISBN), add the new 020 tag in numerical order within the existing tags so it appears after an 010 tag but before an 035 tag.
- h) Records are not merged if there is a difference in writer of a prologue or an introduction, afterword, or illustrations.

2.5.4B **Print: Large Print Materials**

Large print materials are merged only to other large print records. They are merged in the same way as paperback and hardcovers are if there is another large print record that meets the merging criteria. Refer to technote on Large Print materials.

2.5.4C **Non-Print: Sound Recording Cassettes or CDs**

- a) Sound cassettes and CD books are not merged together because different equipment is required to use the material.
- b) If the producer of the sound recording on one record is a subsidiary of the parent company which produced the sound recording of the other record, it is considered to be the same publisher family. The records should be evaluated carefully for differences in catalogers' interpretation of information from the chief source of information and their interpretation of cataloging rules. Catalogers have different opinions about which name to use for the producer, some choose Books on Tape while others choose Random House Audio. The publisher's edition of Books in Print may be consulted to determine relationships between producers. The online homepages of most publishers also list their associated publishing companies. For example, <http://www.randomhouse.com> lists Ballantine and that publisher in turns lists Del Rey as one of its associated publishers.

2.5.4C Continued

- c) Catalogers also interpret dates differently on non-print records. One cataloger may choose the copyright date while another may choose a different production date.
- d) If the sound recordings have the same readers/performers, they can be merged unless one record is for the abridged version and the other record is for the unabridged version.
- e) **Do not** merge records which have different numbers of physical units in the 300 tag. If one record is for the unabridged version with 10 cassettes and the other record is for the unabridged version with 12 cassettes, **do not** merge them.
- f) If the records considered for merging have ISBNs, they may be manually transferred from one record to another in the same way that this is done for paperback and hardcover titles. Refer to letter e) in Section 2.5.4A.

2.5.4D Non-Print: Videorecording VHS or DVD

- a) VHS video recordings and DVD video recordings are not merged together because different equipment is required to use the material.
- b) These records should be evaluated carefully for differences in catalogers' interpretation of information from the chief source of information and their interpretation of cataloging rules. Catalogers have different opinions about which name to use for the producer and which date to use. Some catalogers use the date of the original film production while others use the date the video recording was manufactured.
- c) If the video recordings have the same performers and other persons of importance are the same, they can be merged unless one record is for the abridged version and the other record is for the unabridged version.
- d) **Do not** merge records which have different numbers of physical units in the 300 tag. If one record is for the unabridged version with 10 cassettes and the other record is for the unabridged version with 12 cassettes, **do not** merge them.
- e) If the records considered for merging have ISBNs, they may be manually transferred from one record to another in the same way that this is done for paperback and hardcover titles. Refer to letter e) in Section 2.5.4A.

2.5.5 Examples of Duplicate Records that are not Obviously Duplicates

The following duplicate bibliographic records exist in the WYLD database and should be merged:

- Serial or Monographic Set vs. Individual Title Piece

Sometimes an individual piece of a serial or monographic set has been cataloged separately while a record exists for the title as a whole. The serial/set records with complete access points are preferred and the individual title records are merged to them.

Example: **Harvard Classics**

The record for the entire set of Harvard Classics with an enhanced 505 tag is preferred over the fifty-four individual title records.

- Annual Serials vs. Individual Years

Sometimes the new year of an annual publication is cataloged as a separate record. This may include travel guides, record books, or collection books. These should be merged to the serial record for that annual publication.

Examples: **Fodor's....** **Mobil...**

Kovel's... **Guinness Book of World Records**

- Federal Documents Serials: Paper vs. Microform vs. CD vs. Electronic

Not all formats are retained in WYLD. Refer to Section 2.4.10 for details.

2.6 Item Records

WYLD libraries are responsible for maintaining their own call numbers and item records.

2.6.1 Creating Item Records

For effective use of all WYLD system features and to provide accurate statistical information generated from the WYLD database, WYLD participating libraries should create an item record to reflect each physical representation of a bibliographic record that is owned by their institution, unless it is a serials record on which a summary statement has been created. Item records will contain all information that is considered local in nature and copy specific (i.e., local call numbers, missing pages, Book Club edition, Book-of-the-Month Club edition, etc.). While each library should develop its own guidelines regarding use of item record fields, it is important to maintain consistency in how fields are used and consistency in which fields are used. Item categories can be used to determine what materials display in the juvenile catalog or can be used in conjunction with item types and locations to gather statistics. In the call number, the subfield z should be used consistently and correctly. Standard abbreviations should be used consistently at all times in call numbers. Refer to the technotes on Creating a Subfield z and on Standard Abbreviations.

2.6.2 Removing Item Records

It is possible to remove copies (barcoded items) individually or through a report. Running the report provides statistics on the number of items removed. Items can not be removed if there are still transactions associated with those barcodes.

Libraries should establish maintenance guidelines to address outstanding fines and to address items that remain unavailable to patrons because they are missing, lost, or long overdue.

Section 3: WYLD AUTHORITY CONTROL

3.1 Authority Records

Authority records are the basis for the online validation process and provide linking references between headings. The purpose of authority records is to establish one form of an access point and to link that form to all other variant forms so that all bibliographic records related to the heading may be retrieved. Authority records are used in cataloging for the online validation process and to produce cross references in the public access catalog.

The WYLD Authority File consists of Name Authority records and Subject Authority records. The Name Authority portion of the file consists of records for personal, corporate, conference, and geographic names, uniform titles, and series. The primary thesaurus for the WYLD Authority File is the Library of Congress MARC Name and Subject Authority File. These are the 6xx tags with second indicators of 0 (zero). The WYLD Authority File also contains authority records for the MeSH subject headings of the National Library of Medicine (6xx tags with second indicator of 2), LC's Annotated Card headings for children's literature (6xx tags with second indicator of 1), and genre headings from the GSAFD file (Guidelines on Subject Access to Individual Works of Fiction, Drama, etc.) (655 tags with second indicator of 7 and a subfield 2 indicating the source of the heading).

3.2 Ongoing Authority Processing

- **Authorities Vendor**

WYLD bibliographic records are extracted twice a year based on the date of last extraction and sent to the authorities vendor for processing against their most current master authority files. New or updated authority records are imported into the WYLD Authority File at the same time the WYLD bibliographic records are returned from the authorities vendor. This ongoing process helps keep the WYLD Authority File current and reduces the need for editing of the WYLD authority records.

- **WYLD Participating Libraries**

Because the ongoing vendor processing of authority files occurs only twice a year, WYLD libraries should continue to validate headings daily against the WYLD Authority File on newly imported, originally cataloged, or modified bibliographic records. Problematic, non-validated headings may be reported to the WYLD Office.

- **University of Wyoming Libraries**

The cataloging department of the University of Wyoming Libraries adds Wyoming names (but not subjects) to the national authority file and updates those authority records with cross references as needed.

- **WYLD Office**

Only the WYLD Office will have the authorization to create or edit WYLD Authority File records. Contact the WYLD Office to report problematic headings or to request the creation of an authority record.

Appendix A: GLOSSARY

A

AACR2R. Anglo-American Cataloging Rules, second edition. 2002 revision. This term, as used in this document, refers to the latest edition available.

Access point. The elements from which a bibliographic record may be searched and retrieved. Access points for WYLD bibliographic records include names, subject terms, titles, etc.

Refer also to **Heading**.

Added entry. A secondary access point; ie, any other than the main entry, by which a bibliographic record may be retrieved. This could include a joint author, an illustrator, an editor, a series, etc.

Alternative title. The second title of a work, which is joined to the first title with "or" or its equivalent in another language, e.g., *The age of fable, or, Beauties of mythology*. Both titles are considered to be the title proper.

Refer also to **Title proper**.

Appendix. Supplementary section at the end of a document which contains material relating to the main body of the document.

Article, initial. Refer to **Initial article**.

Authority control. The process of maintaining consistency in the form used to represent an access point. Also the process of showing the relationships among names, works, and subjects.

Authority file. A grouping of records of the authorized forms of names, titles, or subjects chosen for use on the bibliographic record.

Authority record. A record whose purpose is to establish one form of an access point and to link that form to all other variant forms so that all bibliographic records related to the heading may be retrieved. Authority records are used in cataloging for the online validation process and to produce cross references in the public access catalog.

B

Bibliographic database. A source that provides electronic MARC cataloging records as one of its functions, such as OCLC or LCMARC.

Bibliographic record. A record that describes the physical characteristics and the intellectual content of a title.

Brief Title record. A temporary bibliographic record with minimal information created when a more complete bibliographic record is unavailable.

C

Call number. The notation used to identify and locate a particular item on a library's shelves.

Cartographic material. Any material that represents the Earth or any celestial body either in part or as a whole such as maps, globes, atlases.

Cataloging. The process of describing an item in a library's collection, assigning subject headings and a call number.

Cataloging template. A workform used by catalogers to create an original bibliographic record by supplying appropriate information in the fields provided. Additional fields may be added as needed; unused fields should be deleted.

CatExpress. OCLC web interface cataloging service that allows copy cataloging of MARC records.

CIP. Cataloging-in-publication records created by the Library of Congress from information provided to it by publishers for pre-publication titles. These records lack descriptive elements (e.g., pagination, illustrations, etc.). Other supplied elements may change by the time the title is published, such as the title, authors, publisher, etc.

Computer file. Refer to **Electronic resource**.

Connexion. OCLC cataloging service that allows the editing and creating of records.

Copy cataloging. Adapting a copy of the cataloging created by another library.

Copyright date. The date material has its copyright registered with the Library of Congress. This date sometimes becomes part of the bibliographic record and is designated by a small "c" immediately before the date, ie., c1996.

Cross references. Refer to **See** and **See also** references.

D

Database. A collection of records stored in the computer, such as bibliographic records which contain all the holdings of libraries, or the circulation information for libraries.

Default. A pre-set value that a computer assumes or an action that it takes unless otherwise instructed.

Delimiter. A symbol that separates data elements within a MARC field. In WYLD this symbol is a vertical pipe created by the combination of the Shift Key and the Forward Slash Key, |.

E

Electronic resource. Material encoded for manipulation by a computer, e.g. CD-ROM, or the Internet.

Encoding level. One of the fixed field elements which indicates the completeness of that bibliographic record.

Enhance. The process of adding more information to a bibliographic record to make the description of the material more complete. It may include the providing of additional access points to allow for better retrieval by the user.

Entry. A representation of a bibliographic record at a particular point in the database. There can be one or more entries for any one heading.

Refer also to **Heading**.

Ephemeral checkout. The circulation process for charging out transitory, often uncataloged materials that will not be tracked for notices or billing purposes.

F

Field. Organization of a specific type of data in a specific place in a MARC record. Fields identify title information, author information, call number, etc.

Field tag. Refer to **Tag**.

Filing indicator. The indicator associated with a title field. The value for this indicator identifies to the computer the number of characters and spaces to skip before indexing the field. It is used to skip initial articles; for example, a title with the first word of "THE" would have a filing indicator of 4 to identify to the computer that the title begins in the 5th position of the field.

Fixed field. That part of the MARC record that refers to the field in which elements are fixed in length and in relationship to each other.

Free-floating subdivision. A subheading that can be added, as needed, to headings in a published list. It is not necessarily already written in the published list following those headings.

G

General material designation [GMD]. A term given in square brackets in the bibliographic record, immediately following the title proper, to indicate the class of material to which an item belongs, e.g., [sound recording] - used for sound cassettes, phono discs, CDs, etc.

Genre heading. A type of access point that indicates what the work IS rather than what it is about, e.g., Mystery fiction, Western stories.

H

Heading. A name, word, or phrase placed in a field in a bibliographic record to provide access to a library's material.

Refer also to **Access point**.

I-J

Indicator. The first two character positions at the beginning of each MARC variable data field that contain values which interpret or supplement the tag definition for the field. For example, a 0 (zero) in the first indicator position of the subject heading field identifies the data that follows as being a Library of Congress subject heading. Each indicator is interpreted independently.

Refer also to **Filing indicator**.

Initial article. "A", "An", and "The", or their foreign language equivalents, used at the beginning of titles. For filing purposes, they are ignored so that the title entry does not begin filing on these words.

Refer also to **Filing indicator**.

ISBD. International Standard Bibliographic Description. Punctuation convention used for entering data into a bibliographic record. The usage of punctuation is determined by the International Standard Bibliographic Description committee.

ISBN. International Standard Book Number. A number that identifies a specific edition of a title. Intended to be a unique number, it often is not.

ISSN. International Standard Serial Number. A number that identified a specific serial publication title. Intended to be a unique number, it often is not.

Item record. A template to be filled in with a barcode number and other information unique to each library in WYLD. The item record attaches to a bibliographic record describing the item belonging to the library. Several item records from several different libraries can be attached to a single bibliographic record.

K

Keyword. A significant word from a title or from the text of the bibliographic record used as an index entry.

L

LC. Library of Congress.

LCCN. Library of Congress Control Number. A Library of Congress system control number to identify its own cataloging records. This number is found in the 010 field of a MARC record.

LCMARC. The bibliographic database maintained by the Library of Congress and used as a source of electronic MARC cataloging records.

LC's Annotated Card. The subject headings used for children's literature maintained by the Library of Congress.

LCSH. Library of Congress subject heading thesaurus. This term refers to the online or print listing of headings. This also includes all subject headings that may be created by combining heading and subdivisions to create new headings that do not appear as a single heading in LCSH.

Level 2 description. One of the three levels of bibliographic description recommended by AACR2R and outlining the minimum requirements necessary to describe material at that level. Refer to Appendix D for the outline of elements for this level of description.

Library identification code. The brief code designated for unique identification of each WYLD library, ie. ALBY, CRK, EWC, WEST-UPTN, GRANDLODGE.

Refer also to **WYLD code**.

M-N

Machine-readable format. Information organized so that the computer can understand it.

Magazine. A publication with a distinctive title which appears in successive numbers or parts at stated or regular intervals and which is intended to continue indefinitely.

Refer also to **Periodical** or **Serial**.

Main entry. 1) The major access point chosen; the other access points are added entries. 2) A full catalog entry headed by the access point chosen as main entry, which gives all the information necessary for the complete identification of a work. This entry also bears the tracings of all the other headings under which the work is entered.

Mandatory field. A tag in a bibliographic cataloging template that **MUST** be completed before the record will be saved to the database.

Refer also to **Cataloging template**.

Manufacturer. The agency that has made the item being cataloged, e.g., the printer of a book, the company creating the piece of equipment.

MARC. **MA**chine **R**eadable **C**ataloging record. For purposes of this document, MARC is the MARC21 format maintained by LC.

Refer also to **MARC21**.

MARC holdings record. A separate record attached to the bibliographic record used to briefly describe a library's holdings for that title. It is generally used to describe a library's serials holdings.

MARC21. A machine readable bibliographic record format originally developed by the Library of Congress and formerly called LC-MARC then USMARC. MARC21 was adopted in 2001 by the British Library to replace UK MARC.

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Merge. The process of combining the holdings of two or more bibliographic records to eliminate duplicates. Can also apply to the process of consolidating copies under a single call number or moving call numbers between records.

MFHD. MARC Format for Holdings Data is a means of providing holding information for bibliographic records.

Refer also to **MARC holdings record**.

Monograph. An item that is complete in one part or intended to be completed in a finite number of separate parts.

Monographic record. A bibliographic record for a monograph.

Monographic set/series. A group of separate items related to one another by the fact that each bears, in addition to its own title, a collective title applying to the group as a whole. Individual items may or may not be numbered.

MRDF. Machine Readable Data File. A former name for Computer file or Electronic resource.

Refer also to **Electronic resource**.

O

OCLC. Online Computer Library Center. An international bibliographic database based in Dublin, Ohio.

On order record. A brief, temporary bibliographic record used to identify a title that is being purchased.

On-The-Fly. One of the cataloging options in WYLD created through Circulation by means of a Brief Title record. This temporary record allows for quick circulation of barcoded material which have not yet been fully cataloged.

Online Quality Committee. Refer to **WYLD Online Quality Committee**.

OPAC. Online Public Access Catalog. An online catalog that is available for use by the general public.

Refer also to **WYLDCAT** and **PAC**.

Original cataloging. The process of creating a bibliographic record for the first time especially without reference to other records for the same item. Also, the cataloging created by this process.

Overlay. Replacing an existing WYLD bibliographic record with a record transferred from another bibliographic database.

P-Q

PAC. Public Access Catalog. Refer also to **WYLDCAT** and **OPAC**.

Pamphlet. An unbound, printed work on a subject of interest, usually with a paper cover.

Periodical. A publication with a distinctive title, which appears in successive numbers or parts at stated or regular intervals and which is intended to continue indefinitely.

Refer also to **Magazine** or **Serial**.

Physical description area. The portion of the bibliographic record, the 300 tag, that includes the extent of the item, other physical details about it, and its dimensions.

Publication statement. Publication, distribution, etc. area. The portion of the bibliographic description which includes place of publication, distribution, etc.; name of publisher, distributor, etc.; date of publication, distribution, etc.; and sometimes place of manufacture, name of manufacturer, and date of manufacture.

Publisher. The person, corporate body, or firm responsible for issuing printed material.

R

Required field. A phrase used to identify mandatory fields in cataloging templates.

S

See Also reference. Direction to other forms of headings or entries that are related.

See reference. A direction from one form of heading or entry that is not used to one that is used.

Serial. A publication in any medium issued in successive parts bearing numeric or chronological designations and intended to be continued indefinitely.

Refer also to **Magazine** or **Periodical**.

Serials control record. A separate record attached to a serials bibliographic record used by libraries to maintain specific information about their subscription to that serials publication.

Series. A group of separate items related to one another by the fact that each item bears, in addition to its own title proper, a collective title applying to the group as a whole. The individual items may or may not be numbered.

Sound recording. An aural recording, including discs (ie., phonograph records), cartridges, cassettes, CDs, etc.

Square brackets. Used in a bibliographic record to indicate words supplied by the cataloger or to encompass GMDs. Refer also to **GMD**.

Statement of responsibility. A statement in the item being described that gives persons responsible for intellectual or artistic content, corporate bodies from which the content emanates, or persons or bodies responsible for performance.

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Subfield. A separate portion of data elements in a field in a bibliographic record. The order of the subfields is determined by the field in which they are assigned.

Subfield code. A code that precedes data elements within a MARC field that requires separate manipulation. A subfield code consists of a delimiter and a lower case alphabetic or numeric character. (In WYLD, it is an alphabetic character). Subfield codes are defined independently for each field.

Subdivision. Refer to **Subject subdivision**.

Subject heading. A word or group of words indicating a subject.

Subject subdivision. A restrictive word or group of words added to a subject heading to limit it to a more specific meaning.

Subtitle. A secondary title preceded by a colon: often used to expand or limit the title proper.

Successive entry cataloging. For purposes of this document, the practice of creating a new record for a serial whenever a major change is made to the title proper or the language of the publication changes.

Summary holdings statement. A brief statement within the MARC Holdings Record that briefly summarizes a library's holdings for that title.

T

Tag. The numeric designation for a field in a MARC record.

Thesaurus; Thesauri (plural). A specialized authority list of terms used with automated information retrieval systems; very similar to a list of subject headings.

Title control number. An identifying number, assigned to each bibliographic record, which is searchable and allows for easy retrieval of a specific record.

Title proper. The chief name of a item, including any alternative title.

Tracing. The record on the main entry record of all the additional entries under which the work is listed in the catalog.

Trade publication serials. Used in this document to mean any serials that are not published by a government entity.

U

Unauthorized headings. Those access points for which no valid matching entry is found in the WYLD Authority File.

Uniform title. A title that is used for cataloging purposes to bring together the same works published with variant titles. A uniform title can be in the work's original language, eg. French.

Union database. A database that lists, completely or in part, the holdings of more than one library or collection.

UW. University of Wyoming.

V

Validation. A WYLD online process of comparing a heading appearing on a bibliographic record against headings in the authority file to ensure uniformity and consistency. Process also may be referred to as **Verification**.

Variable fields. Those fields of a MARC record that may or may not be used when cataloging a specific item. These fields are variable in length. Displayed under Bibliographic Info. in Appendix B examples.

Verification. Refer to **Validation**.

Verso. In a book, the page on the left; the side intended to be read second. As in the verso of the title page; the reverse side of the title page. Opposite of recto, the right-hand page.

Vertical file. A collection of resource material, such as pamphlets, clippings from periodicals, or photographs, arranged for quick reference.

Videorecording. The general material designation for videodiscs (DVDs), videotapes, and video-cassettes.

W-X-Y-Z

WULP. Wyoming Union List of Periodicals. A listing of magazine and journal titles held by many Wyoming libraries.

WYLD. Wyoming Libraries Database. For purposes of this document, WYLD is the union database created from the bibliographic records of Wyoming's public, community college, and special libraries that are members of the WYLD Network; also name of users group.

WYLD Authority File. Refer to **Authority file**.

WYLD code. The main code designated for unique identification of each WYLD library, ie. ALBY, CRK, EWC, GRANDLODGE, HSPG. Refer also to Library identification code.

WYLD Network. Consortium of Wyoming libraries paying membership fees and contributing to the development of the WYLD database.

WYLD Office. Staff at the Wyoming State Library who administer the operations of the WYLD system software.

WYLD Online Quality Committee. Representatives of WYLD participating libraries who assist in the monitoring of database quality and make recommendations to WYLD governing bodies.

WYLDCAT. The name given to the WYLD Libraries' online public access catalog.
Refer also to **OPAC** or **PAC**.

Appendix B:

BIBLIOGRAPHIC TEMPLATES/SAMPLE RECORDS

Templates are available on WYLD for adding new bibliographic records to the database when no other option besides original cataloging is available. Templates are available for selected material formats based on the type of item being cataloged. Each template contains a minimum number of variable fields with the mandatory fields identified by ****REQUIRED FIELD****. The words **REQUIRED FIELD** should be replaced with specific bibliographic information. The title is not the only required field for records in WYLD. For original cataloging of records in WYLD, Level 2 Description is preferred as illustrated in Appendix E.

The following templates or sample records contain a brief explanation for each MARC variable field. Some MARC field tags and associated indicator values may vary and are determined by the content of the field; i.e., the tag for a corporate name is different from the tag for a personal name. Consult appropriate MARC sources for guidance in using MARC fields. For the sample records, libraries must copy the samples then edit those copied records. Changes **should not** be made to the original sample records.

Templates and examples:

Acquisitions On Order Template (ONORDER) Fig. B-1

Books Template (MARC) Fig. B-2

Electronic Resources Template (MRDF) Fig. B-3

MRDF (Machine Readable Data File)

Equipment Template (EQUIP) Fig. B-4

Map Template (MAP) Fig. B-5

Serials Template (SERIAL) Fig. B-6

Sound Recording (MUSIC) Template Fig. B-7

Visual Materials Template (VM) Fig. B-8

Reserve Item Sample Record a1104532 Fig. B-9

Vertical File Sample Record AES-5114 Fig. B-10

Figure B-1: Acquisitions On Order Template

Add Title: Modify New Title

XX(1159301.1) id:1159301-1001

Control **Bib** MARC Hlds Vol/Copy

Fixed Fields

Rec_Type	a	Bib_Lvl	m	Enc_Lvl	
Descr		TypeCtrl		Entrd	040830
Dat_Tp	n	Date1		Date2	
Ctry		Lang	eng	Mod_Rec	
Source	u	Illus		Audience	
Repr		Cont		GovtPubl	
ConfPubl	0	Festschr	0	Indx	0
Fiction	0	Biog			

Bibliographic Info

Personal Author	100	1		
Title	245			**REQUIRED FIELD**
Publication info	260			
Physical descrip	300			
General Note	500			
Contents Note	505			
Summary	520			
Subject term	650			

Figure B-2: Book Template (MARC)

Add Title: Modify New Title

Icons: [NO] [Shield] [Masks] [Print] [List] [Cross] [Printer] [Pencil]

****REQUIRED FIELD****

XX(1159303.1) id:1159303-1001

Control **Bib** MARC Hldgs Vol/Copy

Fixed Fields

Rec_Type: a	Bib_Lvt: m	Enc_Lvt:
Desc:	TypeCtrl:	Entrd: 040830
Dat_Tp: n	Date1:	Date2:
Ctry:	Lang: eng	Mod_Rec:
Source: u	Illus:	Audience:
Repr:	Cont:	GovtPub:
ConfPub: 0	Festschr: 0	Indx: 0
Fiction: 0	Biog:	

Bibliographic Info

Personal Author:	100	▼	1	▼	
Title:	245	▼		▼	**REQUIRED FIELD**
Publication info:	260	▼		▼	
Physical descrip:	300	▼		▼	
General Note:	500	▼		▼	
Contents Note:	505	▼		▼	
Summary:	520	▼		▼	
Subject term:	650	▼		▼	

Figure B-3: Electronic Resources Template (MRDF)

Add Title: Modify New Title

Icons: [Icons for various functions]

****REQUIRED FIELD****

XX(1159305.1) id:1159305-1001

Control **Bib** MARC Hldgs Vol/Copy

Fixed Fields

Rec_Type: m	Bib_Lvl: m	Enc_Lvl:
Desc:	TypeCtrl:	Entrd: 040830
Dat_Tp: n	Date1:	Date2:
Ctry:	Lang: eng	Mod_Rec:
Source: u	Frequ:	Regulr:
Audience:	FileType:	GovtPub:

Bibliographic Info

Uniform title	130				
Title	245				**REQUIRED FIELD**
File characteristics	256				
Publication info	260				
Physical descrip	300				
General Note	500				
Type of file/data	516				
Subject term	650				
Added author	710				
Technical file specs	753				
Electronic access	856				

Figure B-4: Equipment Template

Add Title: Modify New Title

XX(1159307.1) id:1159307-1001

Control **Bib** MARC Hldgs Vol/Copy

Fixed Fields

FIXED FIELDS:NONE

Bibliographic Info

Serial number:	023	▼		▼	
Inventory number:	090	▼		▼	
Equipment name:	245	▼		▼	**REQUIRED FIELD**
Model name:	246	▼		▼	
Purchase info:	260	▼		▼	
Manufacturer:	261	▼		▼	
Equipment list:	300	▼		▼	
General note:	500	▼		▼	
Staff contact:	700	▼		▼	

Figure B-5: Map Template (MAP)

Add Title: Modify New Title

XX(1159306.1) id:1159306-1001

Control **Bib** MARC Hldgs Vol/Copy

Fixed Fields

Rec_Type: e	Bib_Lvt: m	Enc_Lvt:
Desc:	TypeCtrl:	Entrd: 040830
Dat_Tp: n	Date1:	Date2:
Ctry:	Lang: eng	Mod_Rec:
Source: u	Relief:	Base:
Prim_Mer:	Rec_Grp:	ConfPubl: 0
Spec_Fmt:		

Bibliographic Info

Corporate Author:	110	▼	1	▼	
Title:	245	▼		▼	**REQUIRED FIELD**
Mathematic map data:	255	▼		▼	
Publication info:	260	▼		▼	
Physical descrip:	300	▼		▼	
General Note:	500	▼		▼	
Geographic term:	651	▼		▼	
Language:	546	▼		▼	

Figure B-6: Serials Template (SERIAL)

Add Title: Modify New Title

****REQUIRED FIELD****

XX(1159308.1) id:1159308-1001

Control **Bib** MARC Hldgs Vol/Copy

Fixed Fields

Rec_Type: a	Bib_Lvl: s	Enc_Lvl:
Desc:	TypeCtrl:	Entrd: 040830
Dat_Tp: n	Date1:	Date2:
Ctry:	Lang: eng	Mod_Rec:
Source: u	Frequ:	Regulr:
ISDS:	Ser_Type:	Phys_Med:
Repr:	Pub_Type:	Cont:
GovtPub:	ConfPub:	Alphabt:
SL_Ent:		

Bibliographic Info

ISSN:	022			
Corporate Author:	110	1		
Title:	245			**REQUIRED FIELD**
Variant title:	246			
Publication info:	260			
Physical descrip:	300			
Current frequency:	310			
Volume/date range:	362			
General Note:	500			
Indexes:	555			
Title history note:	580			
Subject term:	650			
Subject term:	650			
Added author:	710			
LIC:	936			

Figure B-7: Sound Recording Template (MUSIC)

Add Title: Modify New Title

XX(1159309.1) id:1159309-1001

Control **Bib** MARC Hldgs Vol/Copy

Fixed Fields

Rec_Type		Bib_Lvt	m	Enc_Lvt	
Desc		TypeCtrl		Entrd	040830
Dat_Tp	n	Date1		Date2	
Ctry		Lang	eng	Mod_Rec	
Source	u	Comp		Format	
Audience		Repr		Accomp	
Ltxt					

Bibliographic Info

Personal Author	100		1		
Title	245				**REQUIRED FIELD**
Musical pres	254				
Publication info	260				
Physical descrip	300				
Duration	306				
General Note	500				
Performer	511				
Summary	520				
Subject term	650				
Added author	710				
Added title	740				

Figure B-8: Visual Materials Template (VM)

Add Title: Modify New Title

Icons: [Icons] [Icons] [Icons]

Icons: [Icons] [Icons] [Icons] [Icons] [Icons]

****REQUIRED FIELD****

XX(1159302.1) id:1159302-1001

Control **Bib** MARC Hldgs Vol/Copy

Fixed Fields

Rec_Type: g	Bib_Lvl: m	Enc_Lvl:
Desc:	TypeCtrl:	Entrd: 040830
Dat_Tp: n	Date1:	Date2:
Ctry:	Lang: eng	Mod_Rec:
Source: u	Time:	Audience:
Accomp:	GovtPub:	ConfPub: 0
Type_Mat:	Tech:	

Bibliographic Info

Title	245	▼	▼	▼	**REQUIRED FIELD**
Publication info	260	▼	▼	▼	
Source	265	▼	▼	▼	
Physical descrip	300	▼	▼	▼	
Medium	340	▼	▼	▼	
General Note	500	▼	▼	▼	
Credits	508	▼	▼	▼	
Performer	511	▼	▼	▼	
Summary	520	▼	▼	▼	
Audience	521	▼	▼	▼	
Subject term	650	▼	▼	▼	
Subject term	650	▼	▼	▼	
Added author	700	▼	▼	▼	
Added author	710	▼	▼	▼	
Added title	740	▼	▼	▼	

Figure B-9: Reserve Item Sample Record

Modify Title: Modify Title

Reserve Desk Cataloging Template (title) [gmd] : remainder of title
 XX(1192958.2) copy:1 id:1192958-2001

Control **Bib** MARC Hldgs Vol/Copy

Fixed Fields

Rec_Type	a	Bib_Lvl	m	Enc_Lvl	r
Desc		TypeCtrl		Entrl	
Dat_Tp		Date1		Date2	
Ctry		Lang		Mod_Rec	
Source		Illus		Audience	
Repr		Cont		GovtPub	
ConfPub		Festschr		Indx	
Fiction		Biog			

Bibliographic Info

245	00	Reserve Desk Cataloging Template (title)[h[gmd] : bremainder of title
690		LIBRESV, eg NWCRESV Use actual library short name + RESV
856	41	u URL of online document - delete field if not relevant
596		WYLD

OK 1 Return to Search List 2 Lookup Another Title 3

Figure B-10: Vertical File Sample Record

Modify Title: Modify Title

Vertical file template
XX(1154044.2) copy:1 id:1154044-2001

Control **Bib** MARC Hldgs Vol/Copy

Fixed Fields

Rec_Type: a	Bib_Lvl: m	Enc_Lvl: v
Desc:	TypeCtrl:	Entrd: 970727
Dat_Tp:	Date1:	Date2:
Ctry:	Lang:	Mod_Rec:
Source:	Illus:	Audience:
Repr:	Cont:	GovtPub:
ContPub:	Festschr:	Indx:
Fiction:	Biog:	

Bibliographic Info

Local system #	035			AES-5114
Title	245	10		Vertical file template
Publication info	260			Please ask librarian for assistance in locating these materials.
Physical descrip	300			Multiple file folders for subjects displayed.
General Note	500			In library use only, or limited check-out. Limited Interlibrary loan availability.
Local subject	690			Vertical file.
Update catalog data	948			09/09/1997 b09/16/1999

Held by: 596 WYLD

Appendix C: FIXED FIELD ELEMENTS

Mandatory:

Type (Record Type):

- a = language material (used most often for books)
- b = archival and manuscript control
- c = music, printed or microform
- d = manuscript music (including microform manuscript)
- e = map, printed or microform
- f = manuscript map (including microform manuscript)
- g = projected media (motion pictures, filmstrips, slides, transparencies, videorecordings)
- i = nonmusical sound recording
- j = musical sound recording
- k = two-dimensional nonprojectible graphic (charts, computer graphics, drawings, flash cards, paintings, pictures)
- m = computer file
- o = kit
- r = three-dimensional artifact or naturally occurring object (models, games, puzzles, sculptures, exhibits, toys)

Bib 1 (Bibliographic level):

- a = monographic component part
- b = serial component part
- c = collection
- d = subunit (component of an archival unit - folders, boxes)
- m = monograph (used for most items except periodicals)
- s = serial (used most often for periodicals, newspapers, yearbooks)

Dates:

date 1 = beginning date of publication

date 2 = ending date of publication

**Date(s) are from field 362, or if no date in field 362, use date(s) in field 260 |c

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Mandatory Continued

Enc 1 (Encoding level):

I = full level cataloging

K = less than full level cataloging

**The following numeric codes you would not use but should be able to recognize. You are expected to enhance CIP records which have an encoding level of "8."

1 = full level cataloging, material not examined

2 = less than full level cataloging, material not examined

5 = partial cataloging - record is in process

7 = minimal level cataloging

8 = record is CIP

Desc (description):

blank = record is not cataloged according to ISBD

a = record is AACR2R

i = record is in ISBD form

Ctry (Country)

**Used to indicate the state or country of publication. The listing is provided in the MARC Code List. In this three character code if the item were published in the United States, the first two characters would represent the state in which it was published. The third character would be a "u" representing the United States. Therefore something published in Wyoming would have a country code of: wyu

Lang (Language):

**A three character code used to represent the language of the item. Language codes are listed in the MARC Code List.

Srce (Source of cataloging):

d = non-LC cataloging (cataloged by an agency other than the Library of Congress)

**Codes of "blank," "a," "b," and "c" will be seen but indicate cataloging done totally, or in part, by the Library of Congress.

*Mandatory Continued***Gvt (Government publication):**

blank = not a government publication

f = federal government publication

l = local government publication

s = state government publication

Dat tp (Date type):

****Used to describe the type of date(s) found in the mandatory fixed field - Dates. The following is not a complete list of codes.**

c = multiple dates, actual date and copyright date

n = unknown dates

s = single date

The above listing of fixed field elements is not complete nor are all the possible codes represented. Different fixed field elements are available depending on the type of material being cataloged. For a complete listing of fixed field elements and their codes refer to the OCLC documentation: Bibliographic Formats and Standards and Input Standards Tables.

Fig. C-1: Fixed fields

The screenshot shows a software window titled "Modify Title: Modify Title". At the top, there are icons for a shield, a book, and a magnifying glass. Below the title bar, the record information is displayed: "Where the wild things are / Sendak, Maurice." and "EASY SEND copy:1 id:39092023821434".

Below the record information, there are four tabs: "Control", "Bib", "MARC Hldgs", and "All Volumes". The "Bib" tab is currently selected.

The "Fixed Fields" section contains a grid of input fields for various bibliographic data:

Field Name	Value	Field Name	Value	Field Name	Value
Rec_Type	a	Bib_Lvl	m	Enc_Lvl	
Desc		TypeCtrl		Entrd	761130
Dat_Tp	r	Date1	1969	Date2	1963
Ctry	nyu	Lang	eng	Mod_Rec	
Source	d	Illus	a	Audience	
Repr		Cont		GovtPub	
ConfPub	0	Festschr	0	Indx	0
Fiction	1	Biog			

Appendix D:

GENERAL MATERIAL DESIGNATION (GMD)

A General Material Designation is used in subfield h of the title (245) field immediately following the title proper. The GMD is enclosed in square brackets, eg [sound recording].

GMDs for use in the WYLD database:

activity card	manuscript
art original	microform
art reproduction	microscope slide
braille	model
cartographic material	motion picture
chart	music
diorama	picture
electronic resource	realia
filmstrip	slide
flash card	sound recording
game	sound recording (CD book)
game (Nintendo)	sound recording (MP3CD book)
game (Nintendo 64)	technical drawing
game (Nintendo Gamecube)	text (board book)
game (Play Station)	text (large print)
game (Sega)	toy
game (SuperNintendo)	transparency
game (Xbox)	videorecording
kit	videorecording (DVD)

The physical description area (300 field) provides a more complete description of the term found in the GMD. For example, the GMD [sound recording] will be described in the 300 field as a sound cassette while the GMD [sound recording (CD book)] will be described in the 300 field as a sound disc.

The GMD [videorecording] will be described in the 300 field as a videocassette while the GMD [videorecording (DVD)] will be described in the 300 field as a video disc.

Appendix E:

SECOND LEVEL OF BIBLIOGRAPHIC DESCRIPTION

For the original cataloging of records in the WYLD database, Level 2 Description is preferred.

AACR2R has established that the following elements be included in the second level of description of an item being cataloged.

Title proper [general material designation] = Parallel title : other title information / first statement of responsibility; each subsequent statement of responsibility. -- Edition statement / first statement of responsibility relating to the edition. -- Material (or type of publication) specific details. -- first place of publication, etc.: first publisher, etc., date of publication, etc.

Extent of item : other physical details ; dimensions. -- (Title proper of series / statement of responsibility relating to series, ISSN of series ; numbering within the series. Title of subseries, ISSN of subseries ; numbering within subseries). -- Note(s). -- Standard number

This level of description should be enhanced to include subject headings. This increases patron accessibility through WYLDCAT.

Fig E-1: sample record

Bibliographic Info					
Personal Author:	100	▼	1	▼	Hadamitzky, Wolfgang. wcn.
Title	245	▼	10	▼	Kanji & kana = b[Kanji to kana] : a handbook and dictionary of the Japanese writing system / cby Wolfgang Hadamitzky and Mark Spahn.
Publication info	260	▼	0	▼	Rutland, Vt. : bC.E. Tuttle Co., cc1981.
Physical descrip	300	▼		▼	392 p. ; c20 cm.
General Note	500	▼		▼	Parallel title in Japanese characters.
General Note	500	▼		▼	Includes indexes.

Appendix F: SAMPLE ADD BRIEF TITLE RECORD

Remember to replace the ****REQUIRED FIELD**** text in the 245 with a valid title for the item.

Add Brief Title: Enter Brief Item Info

****REQUIRED FIELD****
XX(1158986.1) ID:1158986-1001

Title Info

ISBN	020			
Personal Author	100	1		
Title	245			**REQUIRED FIELD**
Edition	250			
Publication info	260			

Call Number And Copy Info

new call number: XX(1158986.1)

library: WYLD

item type: BOOK

home location: CATALOGING

item ID: 1158986-1001

OK 1 Cancel 2

Appendix G: WYLD ITEM TYPE LIST

- | | |
|--------------|--------------|
| • 1DAYLOAN | • KEY |
| • 2DAYLOAN | • KIT |
| • 2HRINLIB | • LANGUAGE |
| • 2HRLOAN | • LARGEPRINT |
| • 3DAYLOAN | • LEASEDBOOK |
| • 7DAYLOAN | • LOCAL-REQ |
| • ARCHIVES | • LPRC |
| • ARTPRINT | • MAP |
| • AUDIOCASS | • MICROFORM |
| • AV | • MISC |
| • AV-EQUIP | • MP3 |
| • AVRC | • MUSIC |
| • BOOK | • NEW |
| • BOOKMEDIA | • NEW-BOOK |
| • BOOKONTAPE | • NEWJUVBOOK |
| • BOUNDPER | • NEWSPAPER |
| • CAMCORDER | • NONCIRC |
| • CAMERA | • ONLINEDOC |
| • CASSPLAYER | • ONTHEFLY |
| • CDBOOK | • PAMPHLET |
| • CDMUSIC | • PAPERBACK |
| • COMICBOOK | • PERIODICAL |
| • DISCARD | • PRINTMUSIC |
| • DVD | • PROJECTOR |
| • DVD2 | • REALIA |
| • EBOOK | • REF-BOOK |
| • GOVDOC | • SCREEN |
| • GRAPHICNVL | • SOFTWARE |
| • HOLIDAYBK | • STUDYGUIDE |
| • ILL-BOOK | • THESIS |
| • JUV-VIDEO | • UNKNOWN |
| • JUVBOOK | • VIDEO |
| • JUVCASS | • VIDEO2 |
| • JUVCD | • VIDEOGAME |
| • JUVDVD | • YABOOK |
| • JUVMAG | • YAMAG |
| • JUVPPBK | |

Appendix H: BIBLIOGRAPHY

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- Chan, Lois Mai. Imbroth's Guide to Library of Congress Classification. 4th ed. Englewood, CO: Libraries Unlimited, 1990
- Fritz, Deborah A. Cataloging with AACR2 & MARC21. Chicago, IL: American Library Association, 2004.
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- Olson, Nancy B. A Cataloger's Guide to MARC Coding and Tagging for Audiovisual Material. DeKalb, IL: Minnesota Scholarly Press, 1993.
- _____. Cataloging of Audiovisual Materials and Other Special Materials: a Manual Based on AACR2. 4th ed. DeKalb, IL: Minnesota Scholarly Press, 1998.

Latest edition of (in any format):

- Books in Print. New York, N.Y.: R.R. Bowker Co.
- International Standard Bibliographic Description (ISBD). New York: IFLA (International Federation of Library Associations and Institutions).
- Library of Congress. Free-Floating Subdivisions: An Alphabetical Index. Washington, D.C.: Cataloging Distribution Service. Library of Congress.
- _____. LC Period Subdivisions Under Names of Places. Washington, D.C.: Cataloging Distribution Service. Library of Congress.
- _____. Library of Congress Rule Interpretations (LCRI). Washington, D.C.: Cataloging Distribution Service. Library of Congress.
- _____. Library of Congress Subject Headings. Washington, D.C., Library of Congress.
- _____. MARC Code Lists. Washington, D.C.: Cataloging Distribution Service. Library of Congress.

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_____. Subject Cataloging Manual: Subject Headings. Washington, D.C.: Cataloging Distribution Service. Library of Congress.

Library of Congress. Network Development and MARC Standards Office. MARC21 Concise Format for Authority Data. Washington, D.C.: Cataloging Distribution Service. Library of Congress.

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OCLC, Online Computer Library Center. Bibliographic Formats and Standards. Dublin, Ohio: OCLC, Online Computer Library Center.

_____. Input Standards Tables. Dublin, Ohio: OCLC, Online Computer Library Center.

Suggested titles for the less experienced cataloger:

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Fritz, Deborah A., Fritz, Richard J. MARC21 for Everyone : a practical guide. Chicago, IL: American Library Association, 2003.

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Appendix I: CATALOGING SKILLS CHECKLIST

Minimum Requirements

- a)** Knowledge of AACR2R, International Standard Bibliographic Description (ISBD), Library of Congress Rule Interpretations (LCRI), MARC Format, and Library of Congress Subject Headings.
- b)** Identify appropriate record (monograph vs. serial, author, title, publisher, copyright date, physical description, etc.).
- c)** Verify and correct (if necessary) fixed fields.
- d)** Verify and correct (if necessary) the bibliographic description.
- e)** Understand the components of the bibliographic record and its corresponding copy records.
- f)** Know how to configure setting to order to add or request records from external databases.
- g)** Know how to add or request records from external databases and how to overlay existing temporary records with records from the external databases.
- h)** Assign call numbers based on the system classification schemes. Use correct application of subfields with the call numbers.
- i)** Know how to add (link) or remove volumes (call numbers) or copies.
- j)** Be able to recognize a MARCIVE temporary record and understand the importance of linking holdings to this record as it is instead of importing a full bibliographic record from an external database or enhancing the existing record.
- k)** Know how to create and delete a MARC holdings record.
- l)** Understand and effectively use item notes

Expert Requirements

- a)** Have mastered all skills of Minimum Requirements.
- b)** Understand the implications of shadowing records.
- c)** Identify and merge duplicate records.
- d)** Know how to locate and resolve temporary (On-The-Fly) records that either need to be removed, enhanced to level 2 of bibliographic description, or overlaid with records from one of the external databases.
- e)** Be familiar with the serials sub-system in order to correctly maintain serials copy and bibliographic records.
- f)** Be familiar with bibliographic reports.
- g)** Understand how to inventory items, if applicable.
- h)** Cataloging staff in Federal Document Depository libraries should be aware of their library's current MARCIVE profile. Staff should have a complete understanding of the MARCIVE record loading process. Staff should be aware of and adhere to all Database Guidelines and procedures pertaining to federal document bibliographic records set by the Online Quality Committee.
- i)** Be familiar with the authority validation process.

Appendix J: SERIALS SKILLS CHECKLIST

Minimum Requirements

- a) Identify appropriate serial record including, distinguish monographic vs. serial records, distinguish between duplicate serial records, and open vs. closed serial title records by limiting search to periodical title, control ID, or ISSN.
- b) Search to determine if periodical has an established serial control record for the specific library.
- c) Know how to check in predicted periodical issues.
- d) Know how to check in unpredicted periodical issues when item does not match generated predictions or has no predictions.
- e) For libraries not using serials check in, know how to add, maintain, and remove free text summary holdings statements for serials.
- f) Understand how the “Magazines in Wyoming Libraries” (WULP) is generated from the MARC holdings record information.

Expert Requirements

- a) Have mastered all skills of Minimum Requirements.
- b) Establish a serials control record for a library. Understand the importance of all the elements of the serials control record.
- c) Edit serials control records, predictions check in errors, and remove lost or damaged periodicals.
- d) Remove discarded, lost, or damaged periodical item barcodes from bibliographic records.
- e) Maintain serial bibliographic records when titles change, cease publication, etc.
- f) Remove a serials control record. Remove relevant “most recently arrived issues” (599 notes), MARC holdings record, and copy records for barcoded items associated with the serial.
- g) Update holdings in OCLC for OCLC libraries.
- h) Understand and manage the claiming process and reports, if applicable.
- i) Understand and manage the routing process, if applicable.
- j) Understand and perform the maintenance of Cooperative Collection titles

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